



Policy HR 3.6

Personal Appearance

Adopted by the Library Board of Trustees: 01/24/2013

North Olympic Library System employees represent the Library to every patron who comes through the door. It is the responsibility of all staff members to represent the Library to the public in a manner that is courteous, efficient and helpful. Employee dress, appearance and personal hygiene should contribute to a positive work experience, enable a professional and respectful approach to interactions with staff, patrons, volunteers and others, and take into consideration the safety aspects of the work environment.

Clothing is to be appropriate for a professional environment, clean, neat, and in good repair. Employees are to maintain personal hygiene that is reasonably pleasant to be around and considerate of others. Body odor, including excessive perfume, may be offensive or harmful to staff members and the public and should be avoided.

I. Administration

Supervisors are responsible for ensuring that employees meet the above guidelines.