



# 10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

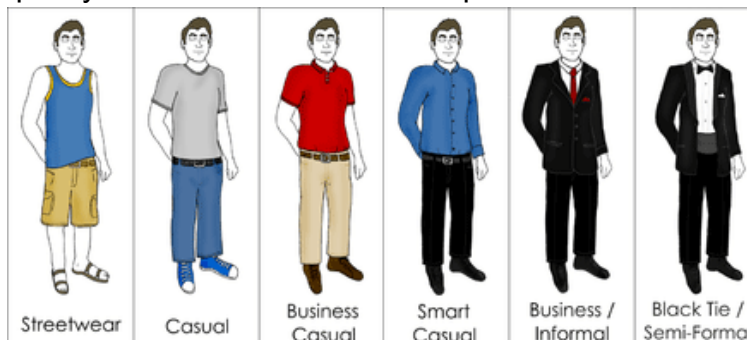
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## CONSERVATION DISTRICT DRESS CODES

People in the public make snap judgments about people and their suitability for their jobs based on how they are dressed. It's important for conservation district supervisors and employees to be dressed in such a way as to inspire confidence in the job they are doing.

### Dress Code

- Everyone representing the board should be dressed appropriately for the occasion.
- People will make assumptions about the district dependent upon how its representatives present themselves.
- Being dressed in an appropriate manner assists interactions between employees and landowners; supervisors and fiscal court members; board education specialists and school children, etc. If someone isn't dressed appropriately for the situation, it is much harder for their intended audience to take them seriously.
- Dress codes for supervisors and employees should be adopted into the district's policy manual. In addition to the code, the manual should also include clearly defined consequences for not following the code.
- Even if your district is not currently having a dress code problem, it's a good idea to decide on a policy now before it becomes a problem.



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What should I wear?



## **DRESS CODE SUGGESTIONS**

In the office:

- It is up to the district if the office dress code should be business casual or casual.
- Business casual:
  - For ladies, business casual is a shirt with a collar and/or a sweater, khakis or dress pants, and nice shoes. Women can also sometimes wear a moderate-length dress or skirt (read: knee length or longer!).
  - For men, business casual is a polo shirt or shirt with a collar and/or sweater, khakis or dress pants and dress shoes. No tie is required.
- Casual:
  - For men and ladies, casual would be jeans, tee shirts, sweatshirts, sneakers, sandals.
- The amount of skin showing should be appropriate for the business environment.
  - No short skirts
  - No tank tops
  - No low-cut shirts
  - No tee shirts with the sleeves/sides cut out
- Shoes should be clean so that the employee or supervisor isn't making tracks all over the office and should be kept on at all times.

In the field (farm visits or field days):

- Dress for the farm environment instead of the office.
- Wear appropriate footwear for walking on uneven ground (boots or sneakers, not dress shoes or flip flops).
- Don't look like you just came from working on your own farm.

School visits:

- Follow the same dress code as the teachers for that school.
- The dress code can be found through the board of education.
- In some districts, elementary, middle, and high schools have differing codes.

For all locations:

Clothing should be clean and not wrinkled

No inappropriate logos or wording

Avoid strong perfumes or colognes

Clothing should be well fitting