# Dress Code Policy (Approved 5/14/2012)

The goal of this policy is to ensure the Museum has easily identifiable staff members that project a professional image while at work by being appropriately attired. This policy applies to part time employees.

Staff Members are expected to be neat, clean, and well-groomed while on the job. Clothing must not be a distraction or attract negative attention. It must also be appropriate to the type of work being performed and take into account the expectations of any patrons served.

Any questions regarding this policy should be referred to the supervisor.

**SHIRTS**

* A branded KVM top is required for all staff working with the public (with the exception of Challenger staff working on a mission) and must be the outermost layer at all times. These will be provided by the Museum.
* Summer hands-on t-shirts are appropriate attire during Summer Hands-on days and past event (i.e. Fretboard Festival or hands-on shirt) are appropriate attire on Fridays, Saturdays, and Sundays an alternate to the uniform shirt.

**BOTTOMS**

* Pants, capri pants, and skirts at least knee-length are acceptable. Those scheduled to be in Children’s Landscape for extended periods of time are asked to refrain from wearing skirts unless leggings are worn beneath.
* It is acceptable to wear jeans, except if running shows in the Planetarium, but they must be in good condition, not ripped or tattered. The jeans must also be a solid color, not faded.

**NAME TAGS**

* Must be worn in a visible area allowing the name to be seen clearly. When using a lanyard or clip there should not be any reference to other organizations.
* Temporary items worn to advertise upcoming special events are allowed until those events have passed.

**FOOTWEAR**

* Comfortable shoes are highly recommended given the amount of time standing and walking the galleries.
* While sandals may be worn during summer months, flip flops are a safety and health hazard and not allowed. Closed toe sandals are required.