

Model Policy: Jewelry and tattoos

Why you need this policy:

This model jewelry and tattoos policy establishes guidelines for staff wearing jewelry or displaying tattoos.

How this policy helps you:

This policy recognizes the value of personal self-expression and establishes parameters for when personal appearance enhanced by jewelry or tattoos exceeds appropriate and reasonable workplace limits.

How to use this policy:

Customize this policy and use it at your law firm.

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Model Policy: Jewelry and tattoos

This model jewelry and tattoos policy establishes guidelines for staff wearing jewelry or displaying tattoos. The policy recognizes the value of personal self-expression and establishes parameters for when personal appearance enhanced by jewelry or tattoos exceeds appropriate and reasonable workplace limits.

The policy includes factors to be considered in determining whether a staff member is in violation of the policy, but it does not include examples of specific types of jewelry or tattoos.

Also, the policy does not specifically address jewelry or tattoos worn as part of an employee's religious beliefs or practices.

The policy calls for staff to work with management to resolve any conflicts that may arise. It acknowledges the firm's responsibility to prevent harassment or a hostile work environment.

In enforcing the anti-discrimination provisions of the Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission (EEOC) takes the position, "An employer may require all workers to follow a uniform dress code even if the dress code conflicts with some workers' ethnic beliefs or practices. However, if the dress code conflicts with religious practices, the employer must modify the dress code unless doing so would result in undue hardship."

Objective

[Law Firm Name] expects all employees to exercise appropriate judgment with regard to personal appearance, dress, and grooming to be most effective in the performance of their workplace duties. The firm recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate staff appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice.

In keeping with this approach, [Law Firm Name] allows reasonable self-expression through personal appearance, unless a) it conflicts with a staff member's ability to perform his or her position effectively or with his or her specific work environment, or b) it is regarded as offensive or harassing toward coworkers, clients or others with whom [Law Firm Name] conducts business.

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Procedures

[Law Firm Name] permits staff members to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the staff member's job or work environment include:

- Personal safety to self or others, or damage to firm property.
- Productivity or performance expectations.
- Offensiveness to coworkers, clients, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Legal practice or societal norms.
- Client complaints.

If management determines a staff member's jewelry or tattoos may present such a conflict, the staff member will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all staff is the firm's goal. Nonetheless, the firm is legally responsible for ensuring that no staff members are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering staff questions. If an agreeable solution cannot be reached at that stage, the senior manager with human resource responsibility will follow the firm's procedures to resolve the issue.

This material is for informational purposes only and not for the purpose of providing legal advice. You should always contact your attorney to determine if this information, and your interpretation of it, is appropriate to your particular situation.

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