



ERIE WATER WORKS

DATE: June 20, 2025
TO: Erie Water Works Employees
FROM: Abigail Stafford, HR Director
RE: Dress Code Guidelines

1. Purpose

These dress code guidelines are intended to ensure a professional, safe, and respectful workplace environment that aligns with the organization's operational, safety, and business objectives. The guidelines differentiate between standard office attire and clothing requirements in safety-sensitive areas.

2. General Standards for All Employees

- Employees are expected to maintain a clean, neat, and professional appearance at all times during work hours.
- Clothing should be free of offensive graphics, logos, or language.
- Personal hygiene must be maintained in a manner that does not disrupt or negatively impact the work environment.

3. Office-Based Personnel

Standard Attire

- Business casual is the expected standard.
- Acceptable attire includes:
 - Collared shirts, blouses, sweaters, and professional tops
 - Dress pants, khakis, slacks, skirts, and dresses
 - Closed or open-toed shoes, sandals (must be clean and professional), and fashion sneakers that are clean, low-profile minimalist shoes designed to complement business casual attire
- Not permitted:
 - Athletic wear, athletic sneakers, excessively ripped jeans, flip-flops, hats or shorts

Jeans Friday

- Employees who choose to participate in Jeans Friday can authorize a payroll deduction to a charitable fund administered by Erie Water Works in exchange for wearing clean, well-maintained jeans on Fridays.
- Jeans may not be overly distressed, ripped, or have excessive fading.
- If a business-related meeting or client interaction is scheduled, employees should dress in business casual or appropriate professional attire instead.



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4. Safety-Sensitive Locations & Roles

For employees who work in or enter operational or field environments:

Required Attire

- Personal Protective Equipment (PPE) must be worn as outlined in job-specific safety protocols. This may include:
 - Safety vests
 - Hard hats
 - Safety glasses
 - Safety-toe or closed-toe boots
 - Gloves or hearing protection, where applicable
- Clothing must be durable, fitted appropriately, and comply with safety guidelines.
- Loose or dangling clothing, jewelry, or accessories that pose a hazard are not permitted.
- Employees within our Teamsters group should refer to the respective Collective Bargaining Agreement regarding the Uniform expectations and allowances.

Footwear

- Open-toed shoes are strictly prohibited in any area where safety risks exist.

5. Branded Attire and Company Representation

- Employees are reminded that their appearance and conduct while wearing branded attire—whether in or outside of work— may influence public perception of the organization; consequently, employees should present themselves in a manner that reflects positively on the organization.
- Erie Water Works-branded apparel must be returned to Human Resources upon separation from the organization.

6. Exceptions and Special Considerations

- Religious or cultural dress will be accommodated consistent with the organization's commitment to diversity and inclusion, provided safety is not compromised.
- Reasonable accommodations will be made for medical or accessibility needs.
- During extreme weather or special events, modifications to this policy may be communicated by management.

7. Enforcement

Supervisors are responsible for ensuring compliance. Employees in violation may be asked to return home to change into appropriate attire. Continued noncompliance may lead to disciplinary action.

Questions or Clarifications:

Please direct any dress code-related questions to Human Resources or direct supervisor.