

# APPEARANCE & ATTIRE POLICY

## Skate Like a Girl | 2023

Team members (employees, volunteers, and Board Members) are expected to maintain appropriate standards in clothing and appearance, which varies based on particular job duties. Specific policies are outlined below.

All team members may be required to wear a face mask or covering that complies with Skate Like A Girl's policies as well as current federal, state and local guidelines. This is dependent on the venue where staff are scheduled to work.

All team members may be required to wear safety gear such as a buckled helmet that complies with Skate Like A Girl's policies. Further, clothing must be worn in a manner which does not cause a safety hazard to one's self or others especially when engaging in activities on behalf of the organization. Example: Wrist jewelry while holding arms with someone that you are teaching to drop in.

Skate Like A Girl expects team members to refrain from wearing, cover, and/or remove clothing, utilizing skate equipment (helmet, pads, skateboard), and/or other accessories (bags, pins, water bottles) that contains any language or images which could be deemed as offensive and/or inappropriate to any reasonable person. Skate Like a Girl team members are required to comply with requests/policies from Directors, Program Managers, and/or non-Skate Like a Girl partners whether or not onsite. Ex: Weed leaf griptape on a deck, while working at an elementary school program.

Team members are asked to stay on top of their personal grooming and hygiene. Offensive body and mouth odors can be called into question especially when working in close proximity to participants and other team members, such as during skate camps or clinics. In addition, team members are asked to not overdo their cologne or perfume, as others may be sensitive to odors. Some coworkers, participants, volunteers, and partners may need accommodation due to a disability due to sensitivity to smells, perfumes, etc. and all team members will be asked to respect requested accommodations related to scent.

Team members who arrive at Skate Like A Girl inappropriately dressed will be asked to change their attire. If they are not able to return in proper attire, they may be sent home. Under such circumstances, depending on the situation, employees may not be compensated for the time away from work, in accordance with state and local laws. Under such circumstances, depending on the situation, volunteers may not be allowed to log hours for their time.

Skate Like A Girl is committed to providing equal opportunity in employment and will accommodate religious dress and grooming practices provided they do not result in an undue hardship for organization or pose a direct threat to the health and safety of themselves or others.

Dress codes will not vary based on gender. All team members, including transgender and gender expansive individuals, have the right to dress in a way that corresponds with their gender identity and/or gender expression.

## **Expectation for team members performing administrative duties and not representing the organization publicly:**

### **Tops:**

- Any tops are permissible if doing only administrative duties, so long as they do not interfere with the duties of the role

### **Bottoms:**

- Any bottoms are permissible if doing only administrative duties, so long as they do not interfere with the duties of the role

### **Shoes:**

- Shoes fit for all administrative duties including moving skateboarding gear, cleaning, organizing
- Sandals are permissible with socks and if work is strictly administrative (on computer) and not physical
- All shoes are permissible, so long as they do not interfere with the duties of the role

### **Belts:**

- Belts or suspenders required when wearing pants or shorts that do not naturally stay on hips
- Any belts are permissible, so long as they do not interfere with the duties of the role

### **Jewelry:**

- All jewelry is permissible, so long as it does not interfere with duties of the role
- All wedding rings and medic-alert bracelets are permitted
- Staff may request additional accommodation requests as needed

### **Hair and hair accessories:**

- All colors and styles of hair and hair accessories are permissible so long as they do not interfere with duties of the role

### **Grooming:**

- Hair must be clean and tidy
- Hands and fingernails must be clean and well-manicured
- All makeup styles are permissible

**Expectations for team members working Skate Like a Girl programs or events, or in any way publicly representing the organization:**

**Tops:**

- Skate Like a Girl shirts, sweatshirts, or jackets.
  - For employees working 2 times or less / week - Skate Like a Girl shirt
  - For employees working more than twice / week - Skate Like a Girl shirt on day 1 of each program, and all other programs possible. If not wearing a Skate Like a Girl shirt, staff must be wearing a clean and professional t-shirt or tank top and a helmet, making it clear that they are a staff member.
- Tops must reach the waistline of pants when arms are down

**Bottoms:**

- Pants or shorts fit for skateboarding and skate instruction that stay at hips
- Shorts must be a 4" inseam or longer

**Shoes:**

- Shoes fit for skateboarding. Shoes can be tattered or worn due to skateboarding activity.
- Shoes must cover the toe and heel of the foot.
- Note: Women and/or Trans Sessions, Shop Hangs, and Wheels of Fortune staff should be in Nike SB shoes. Nike SB shoes will be provided to staff by Skate Like a Girl.

**Belts:**

- Belts or suspenders required for pants or shorts that do not naturally stay on hips
- Any belts are permissible, so long as they do not interfere with the duties of the role

**Jewelry:**

- All jewelry is permissible so long as it does not interfere with skate instruction
- All wedding rings and medic-alert bracelets are permitted
- Staff may request additional accommodation requests as needed

**Hair and hair accessories:**

- All colors and styles of hair and hair accessories are permissible so long as they do not interfere with skate instruction and/or wearing a helmet

**Grooming:**

- Hair must be clean and tidy
- Hands and fingernails must be clean and well-manicured
- All makeup styles are permissible

**Protective Gear:**

- Staff & volunteers under 18
  - Helmet required at all skate programs
  - Pads are always optional
- Staff & volunteers over 18
  - Helmet required at youth specific programs when standing on a board (summer camp, after school programs, youth clinics, youth outreach, etc)
  - Helmet optional at all other programs or if not standing on a board
  - Pads are always optional

**Accommodation and complaints:**

Skate Like a Girl is committed to human rights, employment, health and safety and legal requirement. Anyone with a concern about the workplace, including discrimination or harassment, or who needs accommodation relating to the dress code or other issues, can address it in the following ways, such as bringing issue to supervisor, HR Committee, or a Board Member. For more information, see the OHRC guide Human rights at work