

Office of Public Accountability Uniform, Dress, and Appearance

Purpose

The Office of Public Accountability (OPA) wants to ensure that its employees are clearly identified as representing OPA when engaged in service and delivery functions with the Government of Guam (GovGuam) and the island's citizens. To achieve this, a uniform, dress, and appearance policy is instituted for all employees.

The appearance of OPA employees reflects the image of the office and has a significant impact on the way the office is viewed by GovGuam agencies, other professionals, and the general public. OPA aims to provide its employees with comfortable and professional uniforms that project a good image and comply with Occupational Health and Safety Administration guidelines.

Policy

Every employee must adhere to the OPA Uniform, Dress, and Appearance Policy. OPA Management is responsible for ensuring that these guidelines are met. The standards apply to all OPA employees – classified or unclassified.

In the event that any employee arrives for work in a way that is not in line with this policy, his/her immediate Supervisor will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issue immediately, and if necessary, to return home to change (the time to travel and change will not be paid). Any deliberate breaches of this policy could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of office policy and further action in accordance with the Government of Guam Performance Management policy will be taken.

Uniforms will be supplied to relevant staff and will remain the property of OPA. However, full responsibility for maintenance and cleanliness will remain with the employee, including exchange of damaged uniforms.

Attire

OPA requires a high standard of personal presentation and grooming. Uniforms will be supplied to all employees and may be worn only during regular business hours, gatherings for continuing professional education, and/or OPA-sanctioned community service events, and in accordance with the following policy and procedure. All OPA uniform items may be paired with other professional or island business attire.

Employees should wear OPA-designated uniforms, professional business attire, or island business attire during regular business hours during designated days. During business hours or when representing OPA, employees are expected to present a professional, presentable, and tasteful appearance. Keeping the uniform or attire clean and neat demonstrates employees' sense of pride and belonging to the organization, as well as their professional attitude toward work.

Uniforms

1. OPA will issue uniforms to each new employee as part of the new-hire assimilation. Employees are required to sign for the uniforms.
2. Employees may receive the following items for their first order.

Garment Style Group	Issuance
Shirts / Blouses	2
Cardigan	1
Moisture-Wick Polo	1

Subsequent orders will be determined on an as-needed basis and must be approved by the employee's Supervisor or the Public Auditor.

3. Upon issue, OPA uniforms become the responsibility of the employee for maintenance and care. If uniform parts require replacement, the employee is required to return the old parts in exchange for the new parts.
4. OPA may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change, etc.). Employees will be given advance notice of the exchange, and the company will provide suitable replacement uniforms.
5. Uniforms are considered GovGuam property. In the event of termination of employment, employees are required to return all issued uniform garments as part of the exit process. If all issued uniforms are not returned, OPA will deduct the cost of the uniforms from the final paycheck due the employee.

If employees have questions regarding this policy or its implementation, they should contact their immediate Supervisor and move up the management hierarchy as deemed appropriate.

Hafa Adai Fridays

As a means to encourage the Hafa Adai spirit of Guam, employees are encouraged to wear culturally-related items (e.g., island print garments or accessories) with OPA-designated uniforms, professional business attire, or island business attire every Friday or as deemed appropriate.

Jewelry

Jewelry should be discrete and professional in appearance. Ear piercings are acceptable, provided the jewelry is of a conservative and professional nature, such as studs and sleepers. In order to maintain an appearance of professionalism in the workplace, wearing facial piercings other than in ears is not permitted (i.e., nose rings, eyebrow rings, tongue, etc).

Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional color and style.

Tattoos

Tattoos that could be perceived to be offensive should be discretely covered (e.g., tattoos of naked men/women, skulls, daggers with dripping blood, words of profanity, etc.).

National Garments

National costume and garments worn to comply with religious requirements are acceptable as long as they do not pose an occupational health and safety risk, and are neat and modest.

Pregnant Employees

Pregnant employees are expected to adhere to the office's dress standards. If larger garments are required, employees are to make a request with her Supervisor. If garments no longer fit, staff may purchase suitable garments that are similar to the uniform and have them embroidered with the OPA logo, upon approval of OPA Management.

Uniform Ordering Procedures for New or Existing Staff

1. The AO shall ensure that all uniform orders for new staff are ordered within the first month of their employment. OPA Management shall authorize the uniform order.
2. Any orders for existing staff are to be approved by their Supervisor on an as-needed basis only. All other terms and conditions mentioned in this policy apply.
3. In the event that stock of any size is exhausted, staff will be advised when to expect the item to be delivered.
4. It is important that all employees try out their clothing for size, after they receive delivery. If needed, the AO shall organize return and replacement.

Responsibilities

Employee

1. Treat OPA-designated uniforms with care.

2. OPA-designated uniforms may be worn during regular business hours, gatherings for continuing professional education, and/or OPA-sanctioned community service events, and in accordance with this policy and procedure. Otherwise, professional business attire *or* island business attire are required.
3. Ensure that the uniform is kept clean and presentable at all times.
4. Replace uniform at the employee's expense if it becomes ripped or torn due to circumstances outside of normal wear and tear.


Management

1. Ensure the letter and spirit of the policy are followed.
2. Provide guidance and coaching to employees on OPA's Uniform Policy and Procedure.
3. Approve uniform orders on a reasonable basis.

Administrative Officer

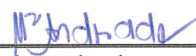
1. Ensure the letter and spirit of the policy are followed.
2. Place orders with OPA's uniform vendor.
3. Ensure the accuracy and timeliness of all uniform orders.

Prepared By:

 11/12/2015

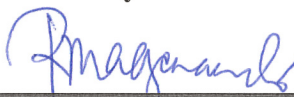
 Michele Brillante
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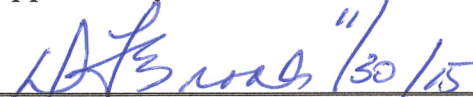
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