



JUDICIARY OF GUAM



Administrative Office of the Courts Human Resources Office

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Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

March 6, 2020

MEMORANDUM

TO: Judiciary Employees


FROM: Human Resources Administrator

SUBJECT: **JUDICIARY OF GUAM POLICY AND PROCEDURES
DRESS CODE POLICY**

I am pleased to disseminate the Judiciary of Guam's Dress Code Policy which sets the required standards of appropriate workplace attire and appearance for Judiciary employees in work-related settings.

A copy of the Dress Code Policy will be posted on the Judiciary's Intranet. You are highly encouraged to familiarize yourself with this policy.

Should you have additional questions, please feel free to contact the Human Resources Office at ext. 344, 239, 422, 583 or 157.



BARBARA JEAN T. PEREZ

Attachment

cc: **Chief Justice & Associate Justices
Presiding Judge & Judges
Administrator of the Courts
Division Managers**



**JUDICIARY OF GUAM
POLICY AND PROCEDURES**

TITLE:
DRESS CODE POLICY

EFFECTIVE DATE:
March 6, 2020

APPROVED BY: *Kristina L. Baird*
Kristina L. Baird
Administrator of the Courts

I. PURPOSE

The purpose of this policy is to guide Judiciary of Guam ("Judiciary") employees, on the required standards of appropriate workplace attire and appearance that promote a positive public image and upholds the dignity of the courts. Employees are expected to exercise good judgment in complying with this dress code policy.

The Judiciary recognizes the diversity of cultures and religions of its employees and will take a sensitive approach when this impacts the dress and uniform requirements. However, priority will be given to health, safety, security and other similar conditions

II. POLICY STATEMENT

This policy addresses specific expectations and guidelines for workplace attire and appearance for Judiciary employees in any work-related setting (official meetings, official trips, and educational and training events). The Judiciary reserves the right to determine what is acceptable or not acceptable in terms of professional image. Employees must recognize there is a difference between fashion for home or casual events and professional work attire. Therefore, they must exercise good judgment in selecting appropriate attire for work, both within the workplace and when representing the Judiciary.

All employees in supervisory and/or management positions are expected to monitor and enforce the dress code policy. This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance. However, if there is a question regarding the appropriateness of work attire, employees should consult with their supervisor before wearing it to work.

III. STATEMENT OF STANDARD PRACTICE

Cleanliness and appropriate dress attire is essential for all employees of the Judiciary. All clothing shall be sized to properly fit the employee's frame, and shall be cleaned, pressed, and in good condition. The following are prerequisites to good grooming:

- A. Good personal hygiene, regular bathing and good oral hygiene;
- B. Hair must be clean, combed, and neatly trimmed;
- C. Sideburns, mustaches, and beards must be neatly trimmed, as applicable; and
- D. Perfume, cologne, and after-shave should be of minimal use due to fragrance allergies or sensitivities of other employees or court patrons.

IV. WORKPLACE ATTIRE

Appropriate workplace attire is expected of all employees. Basic elements for workplace attire include clothing that is neat and clean, and maintains a proper and professional appearance. Although it is difficult to establish an absolute dress and appearance code applicable to all employees, the Judiciary will apply a reasonable and professional workplace standard to all employees.

Examples of appropriate workplace attire:

Tops: Blouses, Collared Button-Downs, Sweaters, Blazers, Dress Jackets and Employee Association Jacket

Bottoms: Dress Pants, Trousers, Slacks, Suit Pants and Skirts (proper length)

Dresses: Appropriate in design, size and length

Other: Neck Ties, Belts and Simple Jewelry

Shoes: Dress Shoes

V. COURTROOM ATTIRE

Employees who perform courtroom duties should dress professionally and wear long-sleeve dress shirt and tie, dress pants, blazer, dress blouses, dresses or skirts that are of appropriate length, and dress shoes.

VI. HĀFA ADAI FRIDAY ATTIRE

Employees have the option to observe Hāfa Adai Friday and are encouraged to wear island wear to work (i.e. island prints, flowers in hair, CHamoru jewelry, and natural items). Employees shall still dress professionally and appropriately.

VII. GENERAL APPEARANCE PROVISIONS

- A.** Skirts should be no shorter than two inches above the knee, front and back.
- B.** Length of pants should be right above the ankle or longer.
- C.** Footwear must be worn at all times, and should be appropriate for the working environment and conditions.
- D.** To the extent possible, tattoos are to be kept covered during working hours or when representing the Judiciary.
- E.** Facial piercings are to be covered or removed during working hours or when representing the Judiciary.
- F.** When the use of jeans is permitted, dependent on job duties, it should be clean, not torn or frayed and worn in an appropriate manner.

VIII. ITEMS NOT PERMITTED

- A.** Low cut tops, T-shirts and blouses;
- B.** Halter, tube and tank tops;
- C.** Spaghetti strap, cropped or muscle shirts;
- D.** Denim clothing or colored jeans, (unless approved by the Division Manager or allowable due to the nature of the job);
- E.** Leggings, tights, or athletic wear;
- F.** Sundresses or strapless dresses without jackets or sweaters;
- G.** Miniskirts;
- H.** Shorts;
- I.** Dirty, Frayed or torn clothing;
- J.** Clothing that is too tight, revealing, or provocative;
- K.** Transparent clothing;

- L. Clothing with suggestive, controversial, offensive or political messages;
- M. Hats (unless approved by the Division Manager for outdoor work activities);
- N. Patterned stockings or hosiery;
- O. Flip flops, house shoes and slippers;
- P. Heels that exceed four inches;
- Q. Jewelry that draws undue attention to the wearer or detracts from daily business processes;
- R. Clothing or jewelry that may present a health or safety risk; and
- S. Clothing which reveals undergarments, or exposes midriffs, backs, or shoulders.

IX. IDENTIFICATION CARDS

The official Judiciary issued employee identification badge must be worn while performing work duties, including work after hours.

X. EXCEPTIONS

Dress code standards may vary for specific sections or individuals based on special events, particular tasks, to be performed, medical reasons, religious beliefs, or other extenuating circumstances. Deviation from this policy will be subject to the prior approval of the Division Manager, with concurrence by the Administrator of the Courts.

An employee requesting for special accommodations due to medical reasons, religious beliefs or other extenuating circumstances must submit a memorandum via the Division Manager for the Administrator of the Courts approval.

XI. DRESS CODE VIOLATIONS

Employees who fail to comply with this Dress Code Policy, without approved exceptions, shall be instructed by the Division Manager to return home to change and report to work in a timely manner with appropriate workplace attire. Such absence from work shall be charged to the employee's annual leave, compensatory time earned or leave without pay. Violations of this policy shall be documented and repeated violations will be cause for progressive disciplinary action in conjunction with the Judiciary's Personnel Rules and Regulations.

XII. ADMINISTRATIVE AUTHORITY

The Administrator of the Courts shall have the discretion and authority to implement this policy and to resolve issues not expressly covered by this policy.

