

SUBJECT: PERSONAL CONDUCT AND APPEARANCE

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CONDUCT

Good conduct is expected of Cass County employees both in and out of the office when representing the County. It is the responsibility of each employee to maintain his/her own positive image as well as that of Cass County. Dignity, poise and respect, especially in the presence of customers and co-workers is just good common sense and should be maintained to enhance our image as a public agency.

PERSONAL APPEARANCE

Employees should wear clothing suitable to their primary work environment and assigned job duties.

Each employee represents Cass County Government to our customers and to the general public who form opinions of appearance and attitudes of the people who serve them. Neat, clean, non-provocative appearance creates a favorable impression and is an important trait. Remember the first impressions are apt to be lasting ones - be sure the impressions you make are good ones.

If a supervisor has a concern regarding personal appearance, he/she will discuss the concern with the employee. Repeated violations should be addressed by the supervisor, who may issue a verbal or written warning. Further, a supervisor can ask an employee to leave the workplace until suitably attired.