



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Personal Appearance & Conduct Policy

Category: Employment, Benefits, and Workplace	Policy Description: Addresses Employee Dress Code and Conduct
Approved Date: 10/24/2013	Replaces Policy Dated:
Effective Date: 10/24/2013	Created By: Mikihala Mahi, Mālama Limahana (Human Resources Manager)

PURPOSE:

As employees of Ka 'Umeke Kā'eo (K'UK), we must be exemplary examples for our students. The dress, grooming, personal hygiene and conduct of each K'UK employee must be appropriate to the work situation for the following reasons:

- To present a professional, identifiable appearance for students, parents, and community;
- To promote a positive work environment and to limit distractions;
- To foster respect and confidence from the public served; and
- To ensure safety while working.

DEFINITIONS:

- Conduct is the manner in which a person behaves on a particular occasion or in a particular context.
- Personal appearance is the outward aspect of how one is seen before the public.

POLICY:

Personal Appearance

K'UK employees are expected to dress appropriately during work hours. It is encouraged for employees to use K'UK uniforms, if not, the following rules should apply to staff.

Clubwear or any other type of revealing attire is not considered appropriate school attire.

Leotards & stretch pants are permitted, however, a blouse must cover the derriere. Shorts must be longer than mid-thigh (no short shorts)



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The following are not appropriate, therefore, NOT ACCEPTABLE:

- No unduly revealing, suggestive, or tight clothing.
- No clothing cut low at the neckline. Shirt or blouses with spaghetti straps should be avoided unless worn over an acceptable shirt or blouse or under a sweater or jacket.
- No faded, tattered, or ripped clothing.
- No loose clothing that reveal underwear or torso and halters.
- No clothes with graphic text promoting alcohol, drugs, tobacco products, sex, violence and vulgarity.
- No offensively short skirts or shorts allowed. Follow modest proportions; length should be longer than your fingertips when your arms are fully extended down at your side.
- Tank tops, hats, wraps (pareaus) and sunglasses are not allowed, unless participating in outdoor activities.

Rules of Conduct

K'UK employees are expected to conduct themselves in a professional, ethical and socially acceptable manner of the highest standards. Rules of conduct are based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and attentive in the proper use of K'UK information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity when dealing with other employees, vendors, students, parents and community
- Avoid apparent conflict of interests, promptly disclosing to K'UK administration, any interest which constitute a conflict of interest
- Promote the interest of K'UK
- Perform duties with skill, honesty, care and diligence
- Abide by K'UK policies, rules and/or procedures

APPLICABLE PROCEDURES:

In instances of noncompliance with any part of the dress code, employees will be asked to sign out, return home to change into appropriate attire, and then return to work.

Failure to adhere to standard rules of conduct may result in disciplinary action, up to and including dismissal. All reports will be dealt with in a timely and confidential manner.



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OTHER RELATED INFORMATION: