

## Dress Code and Appearance Policy

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The focus of this policy is the personal appearance of paid staff, volunteers and interns while representing the Aquarium on or offsite. Our appearance reflects the way guests view us and is a factor in determining their perception of us.

The Aquarium observes two categories of work attire:

1. **Uniform Staff:** Staff required to be in uniform while at work. You are considered “in uniform” when wearing any uniform shirt.
2. **Office Professional:** Staff not required to wear uniforms while at work. Office professional staff have the option to wear the uniform. When in uniform, office professional staff will be required to adhere to all uniform staff dress code requirements.

### Uniform Staff Standards

Uniform items that may be provided by the Aquarium to uniform staff include:

- Polo shirts
- T-shirts
- Button-down shirts
- Sweatshirts
- Jackers
- Rain gear
- Ballcaps
- Vests

As part of the uniform, staff are required to wear and must provide their own:

- Pants
- Shorts
- Skirts



All pants, shorts and skirts must be tan or khaki in color. Pants must be worn at the waist. Shorts and skirts must be fingertip length: shorts and skirts must extend past the tip of the fingers while holding your arms at your side straight against your leg. Cut-off shorts are prohibited.

Scrubs are optional for veterinary and Sea Turtle Care Center™ staff. They may be worn anywhere in the building. Scrub tops may be worn with scrub pants or with tan or khaki pants/shorts.

### Additional Comments

- Due to safety concerns, only closed-toe shoes with a secure heel may be worn. These can be worn in all backup areas.
- When required, uniform staff must be South Carolina Aquarium branded outerwear only. If outerwear is not available, a South Carolina Aquarium vest must be worn over any personal, neutral-colored outerwear.
- Uniforms should not be worn while consuming alcohol on or offsite. Exceptions must be authorized by the President and CEO.
- During pregnancy, uniform staff may wear office professional attire.
- Uniform staff may wear South Carolina Aquarium branded ballcaps. Approved logos include the Aquarium wave logo, Good Catch, and Sea Turtle Care Center™, shown below. These caps are issued and sold by the South Carolina Aquarium internally. Ballcaps sold in the Aquarium Gift Shop are not uniform-approved.



**Please note:** Staff may be issued specialty clothing items to be worn at designated events or during certain activities, such as Sea Turtle Care Center releases and fieldwork.

### Office Professional Staff Standards

Dress should be appropriate for the business of the day. Board meetings, as well as some public events, may require more formal business attire. Use the following as guidelines:

Appropriate:

- Dresses and skirts of appropriate length as prescribed in the Uniform Staff standards.
- Business suit, pant suit and ties
- Blouses and shirts
- Jackets and vests
- Pants and capris
- Any type of business shoe or appropriate dress sandal with secure heel
  - o **Note:** These shoes are only approved for the administrative office and public galleries. Closed-toe shoes with a secure heel must be worn in the basement Sea Turtle Hospital and any backup areas.
  - o Non-skid shoes or shoes with grip soles must be worn in backup areas. Please ensure that treads are in good condition. As always, be aware of your surroundings and potential slippery conditions.

Inappropriate:

- Shorts (may only be worn when in full uniform)
- T-shirts (the South Carolina Aquarium t-shirt is acceptable if in full uniform attire) Flip flops
- Crop tops
- Tank tops for males
- Any non-Aquarium branded logo apparel or emblematic items, with the exception of branded clothing with logos smaller than two inches
- Any image or fashion item that management determines to be inappropriate
- Any worn, torn, soiled or ragged clothing, even if designed to look that way

### **General Appearance Standards**

- Belts are not required. If a belt is worn, the only logo allowable is the Aquarium logo.
- Professional appearance is a must.
- Beards and/or mustaches may be prohibited based on job-specific safety concerns. Facial hair must be neatly trimmed.
- Staff may be required to cover tattoos if management determines them to be inappropriate.
- Staff may be prohibited from wearing certain types of jewelry for job-specific safety or other concerns. Multiple earrings and visible body piercings (ear and facial) are discouraged, and staff may be asked to remove them at the discretion of management.

### **Security Access and Identification Badges**

- Security access and identification badges must be worn above the waist and be visible at all times. Exceptions may be made during certain events as approved by the President and CEO.
- If needed, the magnetic name badge must be worn on the upper right-hand side of the chest on the outermost article of clothing.
- If a staff member actively engages in an activity in which the security and identification badge presents a safety concern, an exception to wearing the badge is permissible only while engaged in said activity.