

#### **4.03 DRESS, APPEARANCE AND FRAGRANCE IN THE WORK PLACE**

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**Dress & Appearance**     ~~The Auditor's Office expects employees to maintain a~~ neat and professional appearance. ~~is a requirement of the City of Portland.~~ General cleanliness and personal hygiene are important in all work environments. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Different styles will be necessary depending on the degree of customer contact, the nature of the work, work location, and safety issues. Clothing that displays offensive slogans is prohibited.

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**Bureau Responsibility**     ~~Bureau managers shall establish guidelines applicable for appropriate attire for their departments, as well as any exceptions, depending on the assignments and working environments.~~

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**Fragrance Free Workplace**     Employees who are sensitive to perfumes and chemicals may suffer potentially serious health consequences, triggered by exposure to scented products. Consequently, employees are asked to refrain from the use of personal scented products in the workplace where the sole purpose is to produce a scent, such as perfume, after shave, and cologne, and to avoid the use of strongly scented personal hygiene products, such as laundry soap, dryer sheets, hand lotion, powder, hair spray, and deodorant.

All ~~City~~ managers and supervisors are expected to enforce this rule. An employee who is experiencing health consequences due to another employee's use of scented products should report the problem to their supervisor to ensure appropriate action is taken.

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**Administrative Rule History**     ~~Adopted by Council March 6, 2002, Ordinance No. 176302~~  
~~Effective April 5, 2002~~  
~~Revised March 18, 2011, Ordinance No. 184432~~  
~~Revised April 25, 2016~~

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