



**CITY OF PORTLAND
HUMAN RESOURCES
ADMINISTRATIVE RULES**

**EXHIBIT A
EMPLOYEE BEHAVIOR &
EXPECTATIONS**

4.03 DRESS, APPEARANCE AND FRAGRANCE IN THE WORK PLACE

Dress & Appearance

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.

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.

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 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.

Administrative Rule History

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
Revised