



Meat Grading & Certification Branch

Dress Code

Purpose

This Instruction defines the dress code for management personnel, supervisors and graders in the performance of their duties and outside representation of the Meat Grading and Certification (MGC) Branch.

Policy

The MGC Branch provides expert voluntary services to customers who are required to pay fees for those services. Customers expect to receive independent, third party, services from highly trained government professionals. The MGC Branch is dependent upon satisfied customers who market the nation's meat and meat products. As such, all MGC Branch personnel are required to project a professional image to our customers, potential employees, and community visitors. The dress code standard for the MGC Branch is business casual.

Supervisors and Managers:

Required attire for supervisors and management personnel is business casual, which for the purpose of this Instruction is defined as follows:

Slacks, Pants, and Suit Pants

Slacks that are similar to "Dockers" and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans (of any color), sweatpants, exercise pants, bib overalls, and any spandex or other form-fitting pants such as people wear for athletic events/exercise.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

This attire is to be worn in the daily performance of their duties and outside activities when representing the MGC Branch. When attending special training, national correlations, or outside functions representing the MGC Branch the expected dress will be business casual.

When a supervisor is required to work a grading assignment in place of a grader, jeans will be allowed. However, temporarily grading on the chain or performing other grader duties while a grader is performing duties elsewhere, such as but not limited to correlations, will not constitute working a grading assignment.

Graders

Clothing is expected to be clean, well maintained, practically free of wrinkles, and professional in appearance. Casual shirts, dress shirts, sweatshirts, sweaters, golf-type shirts (polo), turtlenecks, and t-shirts are acceptable. If any of the aforementioned items are printed, embroidered, or appliquéd the logo will be well maintained and professional in nature. Sleeveless shirts and t-shirts, low cut blouses and/or muscle shirts are not acceptable. Jeans that are torn, tattered and distressed from wear, or by the manufacturer, are not permitted. (Designer coloring is acceptable if item is not torn or tattered.) The wearing of head bandanas, hats, etc., is permissible provided they are clean and do not contain offensive logos, drawings, pictures, language, etc.

When attending special training, labor management meetings, or outside functions representing the MGC Branch the expected dress will be business casual (as defined above).

Documentation

Supervisors will discuss and document with each employee that compliance with this Instruction as being mandatory and failure to comply will result in disciplinary action for failure to follow instructions. The effective date of this instruction will be November 1, 2008. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.