



## DRESS CODE

### I. PURPOSE

The Department of Finance and Administration's (DFA) established the following Dress Code to provide guidelines to help Employees maintain a professional appearance and effectiveness. The purpose of the Dress Code is to promote a consistent, professional image throughout the DFA. Proper dress, grooming, and personal cleanliness contribute to the morale of Employees and affect the DFA business and image that the DFA presents to the public. Maintaining a professional, business-like appearance is important to the success of the DFA.

### II. DEFINITIONS

- A. **"Agency"** means any state department, bureau, division, branch, or political subdivisions of the state and any of their branches, agencies, departments, boards, instrumentalities or institutions bound by the New Mexico State Personnel Board Rules and Regulations.
- B. **"Agency Head"** means the DFA Cabinet Secretary, Bureau Chief or Director.
- C. **"Appropriate Attire"** means clothing that does not violate the guidelines of this policy.
- D. **"Business Casual Attire"** is to make sure all employees are comfortable while maintaining a professional appearance.
- E. **"Cultural or Religious Headdresses"** includes hijabs, head wraps or other headdresses used as part of an individual's personal cultural or religious beliefs.
- F. **"Disciplinary Action"** means any action taken by an Agency to influence change in an Employee's performance or behavior to the expected standard, including letters of reprimand, suspensions, demotions, and Dismissal.
- G. **"Employee"** means (i) any person in a position in the classified service; (ii) an individual employed by the DFA, receives a wage from DFA, and whose work is under the direct control and supervision of the DFA; (iii) term, probationary, temporary, permanent, and exempt positions; or (iv) an applicant for employment within the DFA. "Employee" does not include independent contractors who perform work for New Mexico.



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- H. **“Professional Business Attire”** includes clothing that promotes a serious professional environment and personifies confidence in the professional appearance of the employee.
- I. **“Protective Hairstyles”** includes hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs, or head wraps.
- J. **“Race”** includes traits historically associated with race, including hair texture, length of hair, Proactive Hairstyles or Cultural or Religious Headdresses.

### III. POLICY

- A. The Dress Code shall not allow for the imposition of Disciplinary Action, discrimination, or disparate treatment against an Employee based on the Employee’s Race, religion, or culture, or because of the Employee’s use of Protective Hairstyles or Cultural or Religious Headdresses, N.M.S.A. (1978) § 28-1-1 *et seq.*
- B. **Appropriate Workplace Attire:**
  - 1. **Business Casual Attire.** Workplace attire must be neat, clean, and appropriate for the work being performed and the setting in which the work is performed. No dress code can cover all contingencies so Employees must exert a certain amount of judgment in their choice of clothing to wear to work. Any questions about the Dress Code should be addressed to the Employee’s immediate supervisor. Employees are always expected to present a professional, business-like image to visitors, customers, and the public. An acceptable personal appearance for a business environment is an ongoing requirement of employment with the DFA.
    - a) Clothes should fit appropriately, be neat, clean, and free of wrinkles.
    - b) Clothes should not be transparent, revealing tight fitting and low-cut tops.
  - 2. **Formal Attire.** While DFA observes a professional/business casual dress environment, there may be situations requiring more formal attire. Employees conducting or attending meetings, seminars, roundtables, etc. where Employee may encounter other business professionals, Employees are expected to represent THE DFA in a professional manner and dress appropriately for conducting such business. Know your audience,



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remember what you represent and dress accordingly. Employees unsure of the appropriate attire for a specific event, please inquire with your supervisor.

**C. Inappropriate Attire:**

1. No bleached or overly faded, ragged, frayed, shabby, torn, or otherwise excessively worn jeans, T-shirts with graphics, tank tops, spaghetti straps, see-through or low-cut blouses, halters, bare midriffs, shorts, excessively low rise pants, warm-ups, jogging ensembles, any overly tight, ripped, or torn clothing, excessively long or short pants or slacks, worn footwear or flip flops, (A light sandal, typically of plastic or rubber, with a thong between the big and second toe.) are inappropriate attire.

**D. Grooming and Hygiene:**

Employees are expected to practice good professional clean grooming habits and maintain good personal hygiene through personal cleanliness. Because many suffer respiratory conditions and olfactory sensitivity, Employees are to refrain from wearing excessive perfume, cologne, aftershave, body lotion, etc.

**E. Casual Day:**

DFA requires professional business wear daily, except on Fridays and other special occasions (which will be announced by the Agency Head). On those days, Employees will be allowed to work in casual dress. However, if the business needs of the day warrant it, the Employee is required to dress in professional business attire even if it is designated casual dress day, i.e., meeting with clients. Please keep in mind that inappropriate attire is still inappropriate attire even on casual Fridays. Casual attire includes:

1. Slacks
2. Jeans (not faded, torn, or ripped)



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- 3. Casual shirts or blouses
- 4. Athletic shoes

Casual days are not a requirement, and some Employees may prefer to dress in professional business attire. Non-adherence or continuous abuse of the Dress Code may result in the Cabinet Secretary suspending or eliminating casual dress days.

**IV. TATTOOS**

Representing the DFA in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on-duty or representing the DFA in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language.


**V. VIOLATIONS OF THE POLICY**

Any Employee who does not meet the standards set by the Dress Code will be required to take corrective action, which may include leaving the premises to change clothing. Time spent away from the office for this purpose will be charged to the Employee's annual leave. Repeat offenders will be subject to Disciplinary Action.

**VI. REVIEW AND APPROVAL**

The New Mexico Department of Finance and Administration's Dress Code is effective upon the signature of the Cabinet Secretary, below.

Approved by:

  
\_\_\_\_\_  
Wayne Propst, Cabinet Secretary

12/29/23  
\_\_\_\_\_  
Date