



DRESS CODE
FOR THE
BELIZE
PUBLIC
SERVICE



Dear Public Officers,

Over the past decade or so, concerted efforts have been made to preserve the image of our Public Service as an institution that sets the standard for all other institutions in our country—from customer service delivery, to responsiveness to national emergencies. This image is, first and foremost, reflective of how public officers attire themselves for the workplace. Such attire should depict professionalism and a sense of pride and purposefulness in our outlook as employees of the State and serve to generate respect for and confidence in the government of the day.

In this 21st Century, the need for a Public Service portraying a positive image has become more urgent amidst the many challenges brought about by the various social, economic and environmental factors. It is in this context that an attempt is once again being made for the institution of a Dress Code.

The Code is a guide to managers and supervisors in their oversight of officers under their charge. Attempts have been made to cover all aspects of attire, including good grooming and use of jewelry, which all manifest a professional appearance or lack thereof.

Emphasis is again placed on the need for a departure from such practices as ‘dress down Friday’, when officers attire themselves in blue jeans. The wearing of slippers, or flip flops to work and in the work place is strictly prohibited. This is considered one of the worst forms of unprofessional attire that signals a form of disregard for oneself, one’s co-workers and, most important, government clients. These practices have become the ‘new normal’ in the Public Service and every attempt must be made to reverse this trend.

Managers and supervisors are encouraged to exercise strict adherence to this Dress Code.

The Ministry of the Public Service and Elections and Boundaries pledges its support to all managers and supervisors in securing compliance by officers with this Code.

Together we take a stand to transform the image and ethos of an institution whose noble history we are obligated to preserve and enhance—the Belize Public Service.

Sincerely,



Marian McNab
CHIEF EXECUTIVE OFFICER

DRESS CODE GUIDELINES

Since all clothing is not suitable for the office, these guidelines will help to determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional, appearance at work.

If clothing fails to meet these standards, the employee should be sent home to change clothes. All other policies about personal time used will apply. Progressive disciplinary action will be applied for dress code violations.

PROFESSIONAL ATTIRE

In a work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Clothing should project a professional image. Clothing that has the Ministry/Department logo is encouraged.

EXAMPLES OF PROFESSIONAL FEMALE ATTIRE

SLACKS, DRESS PANTS/TROUSERS AND PANTS SUITS

Pants should be loose fitting and should reach the ankle



DRESSES AND SKIRTS

Dresses and skirts that are split at or below the knee. Dresses and skirts should be at a length at which you can sit comfortably.



SHIRTS, TOPS, BLOUSES AND JACKETS

Short or long sleeve shirts, blouses, sweaters and jackets



EXAMPLES OF PROFESSIONAL MATERNITY ATTIRE



EXAMPLES OF PROFESSIONAL MALE ATTIRE

PANTS/TROUSERS AND SUITS



SHIRTS AND GUAYABERA

Long or short sleeve dress shirt which should be tucked into the pants. Guayabera or straight cut shirt can be worn out of the pants. Tie is optional.



EXAMPLES OF PROFESSIONAL MALE AND FEMALE FRIDAY ATTIRE

Polo shirts with Ministry's/Department's logo can be worn on Fridays along with Dress Pants/Trousers (not jeans).



UNPROFESSIONAL ATTIRE

Clothing that reveals cleavage, chest, stomach, shoulders, underarm or underwear is not appropriate for work. Clothing should not be tight fitting. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, frayed or tacky clothing exposing underwear and shirt tail is unprofessional. T-shirts with logos, slogans or portraits are not appropriate to be worn as an undershirt. Jeans is not appropriate for work.

UNPROFESSIONAL FEMALE ATTIRE

PANTS/TROUSERS AND PANTS SUITS



UNPROFESSIONAL FEMALE ATTIRE

SHIRTS, TOPS AND BLOUSES



UNPROFESSIONAL FEMALE ATTIRE

SKIRTS AND DRESSES



UNPROFESSIONAL MATERNITY ATTIRE



UNPROFESSIONAL MALE ATTIRE

PANTS/TROUSERS



UNPROFESSIONAL MALE ATTIRE

SHIRTS AND T-SHIRTS



PROFESSIONAL FOOTWEAR

Footwear should be comfortable and appropriate for work. Footwear should project a professional image. Sandals and other open footwear are only acceptable in cases where a medical condition exists.

Allowance is made for certain footwear to be worn in the field and at workplaces where formal footwear is not practical to be worn.

EXAMPLES OF PROFESSIONAL FEMALE FOOTWEAR

Conservative walking shoes, loafers, flats and dress shoes . Stocking is optional



EXAMPLES OF PROFESSIONAL MALE FOOTWEAR

Male Dress Shoe or loafer



UNPROFESSIONAL FOOTWEAR

Sandals and tennis shoes are not appropriate for work. Footwear that is used on the beach, on the dance floor and for sports are not professional for work. Slippers, in particular, worn with uniforms and formal attire, on the way to work or at work also projects an unprofessional image.

Cultural Attire:

Whilst cultural attire is acceptable at the workplace, the footwear, must be in accordance with this Code. The wearing of sandals and slippers, for example is unacceptable.

EXAMPLES OF UNPROFESSIONAL FEMALE FOOTWEAR

Boots, sandals, slippers and tennis shoe



EXAMPLES OF UNPROFESSIONAL MALE FOOTWEAR

Boots, sandals, slippers and tennis shoe



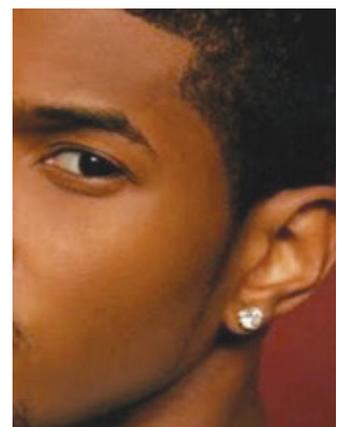
PROFESSIONALLY WORN JEWELRY, MAKEUP, NAILS, PERFUME AND COLOGNE

Jewelry, makeup, perfume and Cologne should be in good taste, with limited visible body piercing. Some employees are allergic to the chemicals in perfumes, so wear these substances with restraint. Accessories should be minimal as they can be a distraction. Males should be well groomed.



EXAMPLES OF JEWELRY, NAILS AND MAKEUP WORN UNPROFESSIONALLY

Excessive Jewelry and makeup is not appropriate for the office. Earrings on males and nose ring, tongue ring, lip ring and brow ring on both males and female portray an unprofessional image.



HATS AND HEAD COVERING

Hats are not appropriate in the office. Head Covering that are required for religious purposes or to honor cultural tradition are acceptable.



