

Atoka County Chamber of Commerce

Code of Conduct Policy

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Professionalism

We expect all candidates to conduct themselves with the utmost professionalism in every aspect of their work. This includes adhering to ethical standards, maintaining confidentiality where required, and demonstrating respect for colleagues, clients, and stakeholders. Professionalism entails a commitment to excellence in performance, punctuality, and reliability in meeting deadlines and obligations. Candidates should communicate effectively and courteously, both verbally and in writing, and exhibit a positive attitude towards their work and colleagues. Additionally, a professional demeanor involves taking ownership of tasks, seeking opportunities for self-improvement, and contributing constructively to team dynamics. Ultimately, we seek individuals who embody professionalism as a core value and who strive to uphold the reputation and integrity of our organization through their actions and behavior.

Personal Appearance

The Atoka County Chamber of Commerce places a high value on professionalism and presenting a neat, professional appearance is essential to upholding our standards. Employees are expected to adhere to the following guidelines regarding personal appearance:

Attire:

- All employees are required to dress in professional attire suitable for their role and responsibilities.
- Clothing should be clean, well-maintained, and properly fitted.
- Business casual attire is acceptable unless otherwise specified for specific roles or occasions.
- Avoid clothing that is overly casual, such as t-shirts, sweatpants, leggings, or shorts, unless approved for specific circumstances.
- No graphics or large logos
- Jeans may be permitted on designated casual days, as communicated by management.
- Employee must wear their name tag when on the clock or in a public-facing capacity

Grooming:

- Maintain personal hygiene to ensure a clean and presentable appearance.
- Hairstyles should be neat and well-groomed, avoiding excessive or unconventional styles.
- Facial hair, if worn, should be well-trimmed and maintained.
- Nails should be clean and trimmed, avoiding overly long or decorative styles.
- Perfume, cologne, or other scented products should be used sparingly to avoid causing discomfort to others.

Accessories:

- Minimal and tasteful jewelry is permitted, avoiding excessive or distracting accessories.
- Tattoos and body piercings should be covered or removed if they are deemed to detract from a professional appearance.

Footwear:

- Closed-toe shoes are generally required for safety and professionalism.
- Footwear should be clean, well-maintained, and appropriate for the work environment.

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Special Considerations:

- Employees should dress appropriately for any client-facing or public-facing activities, adhering to higher standards of professionalism as necessary.
- In situations where uniforms are provided, employees are expected to wear them according to the guidelines provided.

Adherence to this personal appearance policy demonstrates respect for The Atoka County Chamber of Commerce, colleagues, clients, and the values we uphold. Any concerns or questions regarding appropriate attire should be directed to the Chamber of Commerce board for clarification.