

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.170 - TATTOOS, PIERCINGS AND BODY JEWELRY

Date: March 26, 2019
Revision No: 1
Supersedes: August 5, 2008
First Adopted: August 5, 2008

POLICY:

All employees should exercise sound business judgment with regard to personal appearance, dress and grooming to enable the most effective performance of their duties. The Department recognizes, however, that personal appearance is an important element of self-expression. As a result, piercings, body jewelry and tattoos will not be restricted unless they conflict with an employee's ability to effectively perform the position they hold and/or are deemed to be offensive.

PROCEDURE:

Tattoos that are not indecent, sexist, racist, do not contain gang insignia and are not otherwise offensive are allowed from the neckdown. Facial tattoos, other than conventional permanent make-up, are not acceptable and must be covered.

Offensive or inappropriate piercings, body jewelry and/or tattoos must be covered or removed. For the purposes of this policy inappropriate means any piercing, body jewelry, or tattoo deemed by Human Resources to be inconsistent with the standards of a professional workplace.

Factors used to determine whether piercings, body jewelry and tattoos pose a conflict with the job or work environment include, but are not limited to, the following:

- Safety of self or others
- Productivity or performance of tasks
- Perception as offensive on the basis of race, sex, religion, etc.
- Customer complaints

Supervisors and Division Directors will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure circumstances are appropriately considered.

If a conflict is identified, the employee will be required to implement an appropriate solution, such as removal of piercings and/or body jewelry and covering of tattoos.

Failure to remove and/or cover piercings, body jewelry, or tattoos identified as a conflict will result in disciplinary action up to and including dismissal.

Policy Review

Established	8/5/2008
No changes:	7/1/2018
Revision Board approved:	3/26/2019
No changes:	7/2020
No changes:	7/2021
Spacing changes only:	7/2022
No changes:	7/2023
No changes:	7/2024