



**City of Portland Core Values:**

**Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility**

**4.03 Dress, Appearance and Fragrance In Workplace**

**Dress and  
Appearance**

A neat and professional appearance is a requirement of the City of Portland. General cleanliness and personal hygiene are important in all work environments. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Different styles will be necessary depending on the degree of customer contact, the nature of the work, work location, and safety issues.

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**Manager or  
Supervisor  
Responsibility**

Managers shall establish guidelines applicable for appropriate attire for their departments, as well as any exceptions, depending on the assignments and working environments.

Safety glasses must be worn by employees working in areas where a continuous eye hazard exists. The City will pay or reimburse employees for safety glasses if a manager determines there is a business requirement and subject to conditions outlined in Guidance of this rule, the related accounting policy and applicable collective bargaining agreements.

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**Fragrance Free  
Workplace**

Employees who are sensitive to perfumes and chemicals may suffer potentially serious health consequences, triggered by exposure to scented products. Consequently, employees are asked to refrain from the use of personal scented products in the workplace where the sole purpose is to produce a scent, such as perfume, after shave, and cologne and to avoid the use of strongly scented personal hygiene products such as laundry soap, dryer sheets hand lotion, powder, hair spray, and deodorant. All City managers and supervisors are expected to enforce this rule. An employee who is experiencing health consequences due

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to another employee's use of scented products should report the problem to their supervisor to ensure appropriate action is taken.

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**Resources**

- [Collective Bargaining Agreements](#)
  - Related Finance Policy: [FIN 6.05 Clothing and Equipment Allowances and Reimbursements](#)
  - Guidance (to be linked following rule revision)
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**Administrative Rule Record**

Adopted March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002  
Revised March 18, 2011, Ordinance No. 184432  
Revised April 25, 2016  
Revised January 2, 2025

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