

## **DRESS AND GROOMING STANDARDS**

Each employee is a representative of the Foundation in the eyes of our customers and the campus community, and it is important that each employee use good judgment and common sense in their dress and appearance. In the interest of presenting a professional image, we ask that each employee observe good habits of grooming and personal hygiene, and report to work properly groomed and wearing appropriate business clothing and foot wear dressing in a manner that is consistent with their responsibilities. Clothing should also be neat, clean and wrinkle-free. Unit managers may develop more specific guidelines and approve casual wear that is appropriate for their department so long as attire stays within the personal standards guidelines.

Avoid clothing that can create a safety hazard, is a distraction in the work place, or is offensive to others. Although it is not possible to provide an exhaustive list of all types of inappropriate business attire, the following are some examples which will be considered non-business-like garments: sweatpants, short-shorts, extremely short dresses or skirts, tank tops, halter tops, bare shoulder tops, spaghetti-strap dresses or tops, bare midriff tops, multi-colored/frayed/torn jeans, extremely tight, spandex or other form fitting garments, revealing or low cut garments, garments containing offensive language or pictures, flip-flop or shower shoes, or sandals which do not cover the sides of the foot.

Employees required to wear uniforms provided by the Foundation must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of the uniforms will be provided. Uniforms furnished by the Foundation are not designed for use outside the campus premises and are not a substitute for personal attire. Uniforms must be returned upon separation from the Foundation.

This is an overview of the Foundation's policy on dress and grooming standards. Employees are requested to ask their supervisor for specific dress standards for their departments. Managers are responsible for monitoring their own departments.

Unit managers have the authority to ask employees inappropriately groomed or dressed to clock out and return with acceptable grooming and/or attire. If an employee is in dispute with the unit manager's determination, the employee may appeal to the Executive Director or designee. Determinations made by the Executive Director or designee as to clothing or personal grooming shall be final.