

## STAFF DRESS CODE STATEMENT

### Purpose of the Statement

The University strives to maintain an image that projects professionalism and upholds the University values of excellence, student success, inclusiveness, respect, and integrity.

During business hours and business-related events, employees are expected to dress in a way that is appropriate to their position and department, and the University's mission. Employees are expected to use good judgement at all times regarding their personal appearance, dress appropriately, be neat, wear clean clothing and be mindful of personal hygiene. Employees are expected to adhere to this standard. If a dress code has been established in the employee's department, it must also be followed.

Non-compliant employees who are first-time offenders are subject to verbal counseling and/or being sent home to change and return to work in appropriate dress. Employees must take vacation leave during this absence. Further instances of non-compliance may be subject to additional disciplinary action as consistent with PS 02.B.03, Discipline and Dismissal of Regular Staff Employees Policy.

Departments electing to develop a dress code must do so in accordance with the following guidelines:

- The dress code should be developed in consultation with all affected groups.
- To the extent possible, the dress code should impact all groups evenly regardless of gender and gender identity, race, ethnicity, religion, etc.
- The dress code must state its underlying purpose.
- Consequences for non-compliance should be clearly stated and be consistent with PS 2.B.03, Discipline and Dismissal of Regular Staff Employees Policy.
- The [Department Dress Code Form](#) must be used in developing the proposed dress code.
- The form must be submitted for review and approval to the appropriate Vice President and the Vice President for Human Resources at least 30 days prior to implementation.