

DRESS CODE

Professionalism as an educational institution is reflected by the appearance and manner of our faculty, staff, and employees. Consequently, it is necessary to establish guidelines for maintaining and enhancing the University's image.

This expanded University Dress Policy is intended to allow greater flexibility and comfort for the employees of the University, while providing examples and boundaries of attire considered acceptable, and unacceptable, for the image we wish to present to our publics. The following lists various "standards" of dress that may be required and/or adopted at various times throughout the year. Because the University is extremely diverse in its operations, different standards are deemed acceptable to different operations. Therefore, the dress policy also includes a chart of the minimum standard acceptable for "regular" business, special events, and seasonal attire applicable to the various operations of the university. The University reserves the right to restrict body piercings or tattoos that may reflect negatively on the University. Questions should be directed first to your immediate supervisor, then to the Human Resource Coordinator if your supervisor is unable to address the issue.

Formal Business Attire

Some events warrant formal attire such as the following:

<u>Female Employees</u>	<u>Male Employees</u>
Evening Wear dresses, skirts and tops, pantsuits	Suits
Suits	Sport coats
Dresses	Dress slacks
Hosiery	Long-sleeved dress shirts
Dress shoes	Necktie
	Dress shoes and socks

Standard Business Attire

<u>Female Employees</u>	<u>Male Employees</u>
Dress Slacks	Suits, sport coats or blazers as appropriate
Skirts	Dress Slacks
Suits (including Bermuda shorts style business suits)	Long Sleeved Dress Shirts
Dresses	Necktie
Short and Long Sleeved Blouses	Dress shoes and socks
Sweaters	
Blazers	
Flat shoes ("flats"), pumps, closed toed dress shoes	

Business Casual Attire

Business casual attire may include all clothing listed as acceptable for business standard as well as the following:

<u>Female Employees</u>	<u>Male Employees</u>
Dress Slacks	Dress slacks
Casual pants (e.g. khakis, "Dockers", corduroys)	Casual pants (e.g. khakis, "Dockers", corduroys)
"Dressy" Capri pants	Sport coats or blazers
Sundresses (strapless or spaghetti straps - not allowed)	Long or short-sleeved sport or dress shirts
Casual skirts	Sweaters / cardigans
Skorts, culottes or split skirts	Polo or golf style shirts
Blazers	Dress boots, dress shoes, loafers or deck shoes (with socks)
Sleeved and Sleeveless blouses	Neckties are not required as part of casual dress
Sweaters	
Polo or golf style shirts	
Flat shoes ("flats"), open-toed dress shoes, dress boots, loafers, or sandals	
Socks or hosiery are not required as part of casual dress	

Relaxed Casual Attire

Relaxed casual attire for both male and female employees may include the following:

<p>All clothing acceptable for wear as business casual Jeans and “Levi” type pants Casual capri pants Tennis shoes or sneakers (with or without socks) T-shirts without written slogans, expressions or depictions (except <i>HOPE</i> logo attire) Sweatshirts without written slogans, expressions or depictions (except <i>HOPE</i> logo attire)</p>
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Special Casual Attire

“Special” casual attire may include all clothing acceptable for wear as relaxed casual as well as the following:

<p>Bermuda style shorts Casual sandals, including “Birkenstock” style</p>
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All clothing must be clean, neat, pressed, and project a well-groomed appearance.

Staff in Operations, Security, and Housekeeping are provided with uniform shirts and may wear jeans and tennis shoes or work boots. Open-toed shoes and sandals are prohibited at all times for staff in these departments.

Consideration must be given to the employee’s individual schedule for the day when deciding what to wear to work. Meetings with vendors, customers, or other individuals outside the organization may require a higher standard of dress than what is common for the University on a given date, in order to project a high level of professionalism.

Prohibited Attire (cannot be worn in the workplace at any time unless an exception is noted below)

The following articles and types of clothing are not acceptable for wear in the workplace:

- Athletic jerseys, tank tops, tube tops, halter tops, backless or bare midriff shirts, shirts with written slogans, expressions or depictions (excluding *HOPE* logo attire)
- Spandex/lycra garments, sweat pants, running or warm-up suits (Athletic department employees are exempted from this prohibition), workout clothes and overalls or coveralls.
- Rubber or plastic beach-style “flip-flops”, work boots, house shoes
- Underwear as outerwear, excessively tight, provocative or revealing attire (braless or mini look) or off-the-shoulder garments
- Wrinkled, stained, ripped or “distressed” clothing
- Hats, caps, sweatbands and similar headwear (with the exception of “Special Casual” occasions). Operations and Security personnel may wear hats or caps, either plain in design or with the *HOPE* logo.

Formal Business Standard Business Business Casual Relaxed Casual

	Formal Business	Standard Business	Business Casual	Relaxed Casual
Academic Year (8/20 - 5/20)		Administration as required	All office personnel including Dir of Ops; Dir of ISS; Faculty	Info Systems staff Mailroom staff Operations staff Housekeeping staff
Fridays during Academic Year			Administration	All other personnel
Summer (5/21-8/19)			Administration	All other personnel
Special Events: Founder's Day, Board meetings, Commencement, accreditation visits and similar formal and semi-formal occasions	Admin & Faculty	All Managers	All other "office" personnel	Info Systems staff Mailroom staff Operations Staff Housekeeping staff
New Student Orientation	All personnel may dress as per “Academic Year” or may adopt a “Special Casual” dress as a department for identification purposes such as coordinated shirts.			
Other Special Occasions	Certain special occasions may refer to variations of a “dress standard” responsive to the type or theme of an event, such as a “luau”, beach”, or “fifties” theme.			