



#### Administrative Policy

Policy Title:	Attire & Appearance Policy
Policy Number:	LC-1736
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Review Cycle:	Biannual
Date Last Reviewed:	5/22/2024
Office Responsible:	Human Resources
Reviewing Committee:	Operations
Related Policies:	N/A
Related Laws:	N/A

**Policy Summary:** Employees are frequently the first representation of an organization and contribute to the image and influence of the organization based on the way that they present themselves. At Jackson College, professional appearance is crucial to a favorable impression with students, families, staff, the larger community, and stakeholders.

**Scope:** For this policy, “staff” includes employees classified as regular, temporary, full-time, part-time and student staff.

This policy communicates standards for attire and appearance, and may outline prohibited unprofessional or offensive clothing articles, images and appearances not listed here within.

#### **Policy Statement:**

Jackson College expects employees to be professional in appearance when engaged in work-related activities. General attire/appearance guidelines include:

- Staff are encouraged to dress for the weather and their commute, as well as their work area/environment. However, appropriate attire is expected during the workday.
- Clothing should be free from stains, holes, rips and wrinkles.
- Clothing must have an appropriate fit, with no visible undergarments/undershirts.
- Clothing should be free from offensive images, words, and logos.
- Clothing shall not promote other institutions of higher education.
  - Special events are exempt with approval.
- Clothing should not be more than 4 inches above the knee in length.

#### **A. Business Attire**

Jackson College staff in student and community-facing positions are expected to dress in business attire during working hours.

Examples and basic elements for appropriate and professional business attire includes items such as: collared shirts, ties, blouses, blazers, suit jackets, sweaters, slacks, socks, and dress shoes including heels, dresses/skirts of appropriate length (no more than 4 inches above the knee).



Guidelines for business attire **do not** include yoga pants, sweatpants, shorts, midriff revealing apparel, tank/halter tops, low-cut blouses or sweaters, sweatshirts, pajamas, and jeans.

### **Attire & Appearance Policy Enforcement**

Attire that does not meet the expectations discussed within this policy and hygiene will be addressed to the employee by their immediate supervisor individually. Questions related to the appropriateness of attire or appearance should be directed to the supervisor. If the supervisor determines that an employee's attire/appearance does not meet attire and appearance guidelines outlined above, the supervisor may take corrective action including but not limited to requiring the employee to leave the work area to make changes toward compliance.

Repeated violations of this policy may follow progressive discipline steps.

### **Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
05/30/2024	1.0	Original Release	Director of Human Resources