

Personal Appearance and Dress Code Policy Draft

Revised and approved December 2016

PURPOSE

The purpose of this Personal Appearance and Dress Code Policy is to provide standards of dress and appearance for University staff and faculty that are reasonable, fair, consistent, and are based upon the requirements of each individual job and the nature of the University and the students and many other clients and customers it serves.

The personal dress and appearance of staff and faculty have an impact on how a university is perceived. University employees should dress appropriately to their duties, with no negative impact on the university's image – and whenever possible, with a positive impact on that image.

The University is committed to ensuring that its personal appearance and dress policy is not discriminatory and is applied equally, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons.

POLICY

The overall policy is that faculty and staff dress to look clean, neat, and professional when working with students and visitors; appropriate to the activities of the day; and comfortable and safe for the season and the weather.

The following standards are expected to be followed by all University staff and faculty:

1. Staff or faculty members who are issued uniforms are required to wear them during the duty day, unless granted a specific exception by the immediate supervisor or manager. During the duty day, all other Staff will be dressed in business casual. If there are any questions to what is appropriate business casual, you may check with your supervisor. The Human Resources staff can provide assistance and advice as needed.
2. For those required to wear the uniform of the Vermont State Militia, specific regulations for proper wearing of the uniform apply. See the [Staff and Faculty Uniform Manual](#). The Vermont State Militia uniform is not required when classes are not in session or during the summer.
3. There may be times when your supervisors will require their Staff to dress in Business Attire (example- Student Arrival Days) or permit casual clothing (examples-moving books in the Library or painting exhibits in the Museum).
4. Clothing will be clean, in repair and appropriately fitted.
5. Special requirements may be necessary for safety, health, sanitation and professional practice reasons, including the use of lab coats, protective eyewear, gloves and/or footwear, hard hats, hairnets for long hair, and other specialized clothing or equipment.
6. Footwear that is appropriate for the position held and work environment is required. Certain work environments may have specific requirements such as protective footwear. No flip flops or shower shoes are allowed.

7. Hats or caps are not permitted indoors.
8. Exposed body art such as tattoos must not be indecent, sexist, or racist. Body piercing (non-earring) must be covered or otherwise considered acceptable for the position held.
9. Due to allergies or sensitivity to fragrance, staff and faculty are expected to limit their use of perfume or cologne upon request.