



DRESS CODE

POLICY

An employee's professional appearance inspires confidence in his/her ability; therefore Sherman College employees are required to dress in a professional manner. The following is a partial list of items generally considered inappropriate:

Inappropriate:

- Casual/Sport T-shirts
- Casual shorts
- Skirts more than 3 inches above the knee
- Stirrup pants and leggings
- Casual sandals, athletic or canvas shoes, casual boots, clogs, flip flops
- Flannel shirts
- Underwear (bras, sports bras etc.) must be fully covered by clothing
- Short/crop tops (midriff skin must be covered)
- Hats/ball caps
- Facial or tongue piercings
- Inappropriate exposed tattoos
- Denim (includes dresses, skirts, shirts & pants)

The College does allow for "Casual Friday" where appropriate. Please check with your Department Head for applicability to you. Each Department Head may alter the casual Friday dress code as necessary in the event their department requires business attire.

Casual Friday guidelines are as follows:

- Denim is allowed, however must be of a solid color and must not be torn, patched, stained, soiled or frayed
- Capri pants may be appropriate
- Tennis shoes must be clean and in good condition
- Rubber (beach type) flip flops are prohibited
- Ties are strongly discouraged!

Sherman College is confident each employee will use his or her best judgment in following this policy. These guidelines are not "all-inclusive" and thus, management reserves the right to determine appropriateness, as well as the right to send an employee home to change if it is determined that the employee is in violation of the dress code. Time away from work will be unpaid. If there is a dispute with the employees' supervisor, the Human Resource Department will be the sole authority in interpretation of this policy. A general rule of thumb – if you are unsure whether an article of clothing is acceptable, most likely it isn't. **If in doubt, don't wear it.**