DRESS CODE

POLICY

Employees are representative of the college and contribute to the image and reputation in the way that they present themselves. Professionalism is essential for the impression that we have with students, families, staff and our community. Professional appearance and good hygiene promote confidence and reflect pride in oneself and the college.

This policy includes staff and faculty (full-time, part-time, temporary).

This policy should communicate the expectations for dress and appearance as well as prohibit offensive and unprofessional clothing or images.

Employees should be professional in appearance and should meet the general appearance/dress guidelines during the workday.

- Clothing should be clean, free of stains, wear and wrinkles.
- Clothing should not be faded or worn.
- Clothing should be well-fitted (not excessively tight or loose).
- Clothing should not contain offensive words or logos.

Generally, if you question if an item of clothing is acceptable, you should refrain from wearing it.

Examples of acceptable attire include:

- Pants that are clean, free from holes and wrinkles;
- Shirts/tops consisting of dress shirts, polo shirts, blouses, tunics, blazers and sweaters;
- Dresses or skirts with modest hemlines (no more than 3 inches above the knee); and,
- Footwear consisting of dress shoes, loafers, boots, flats, heels, sandals or business casual sneakers.

Examples of unacceptable attire include, but are not limited to:

- Clothing that are excessively worn, faded or have holes;
- Athletic pants, jeans, shorts, leggings (unless worn with a dress or tunic), or form-fitting pants (unless the top covers below the buttocks);
- Shirts/tops consisting of t-shirts, sweatshirts, tank tops, halter tops, (unless worn under an outer garment) and revealing articles of clothing including sheer, low cut, short/crop tops and tightly fitted garments; and,
- Footwear consisting of athletic shoes, rubber/plastic shoes, flip-flops, or athletic slides.

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In addition to clothing, the following are considered unacceptable:

- Inappropriate exposed tattoos
- Excessive perfume, cologne or essential oils

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

- T-shirts and sweatshirts are allowed but may not contain offensive logos, pictures or language.
- Denim jeans are allowed, however must not be torn or frayed.
- Athletic shoes are allowed in good condition.

During Showcase Sherman Weekends and off campus functions employees are required to deviate from "Casual Friday" dress to business attire unless the off-campus function is an athletic event such as a 5K or golf tournament.

Sherman College is confident each employee will use their best judgement 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 Resources Department will be the sole authority in the interpretation of this policy.