

Policy: Personal Appearance	Policy Number: I-6.7
Policy Owner(s): Human Resources	Original Date: 3/10/2006
Last Revised Date: 2/2/2017	Approved Date: 3/30/2017

- I. **POLICY:** John Carroll University requires all employees to present themselves in a manner that projects a professional image and reflects positively on the University. Each employee is expected to demonstrate appropriate personal appearance and hygiene standards. The University requires that dress is appropriate for the employee’s work setting and safe for the particular work environment. This policy must be observed during University business activities (e.g., scheduled work hours, staff meetings, conferences, etc.).

- II. **PURPOSE:** To establish a standard and expectation for the professional image required of all employees, including acceptable personal appearance and hygiene standards.

- III. **SCOPE:** All John Carroll University employees.

- IV. **GUIDELINES:**
 - A. Employees are expected to demonstrate an appropriate and professional appearance and hygiene while at work or while representing the University. As outlined below, this includes requirements that all clothing must be clean and in good condition.

 - B. While employees have the ability to exhibit personal preferences in dress and workplace decor, the overall image is expected to be one of professionalism as appropriate for the particular workplace function. The University reserves the right to restrict dress and workplace decor for legitimate reasons relating to safety, hygiene, professional and appropriate image and/or environmental conditions.

 - C. Periodically, for special occasions or celebratory events, the University may announce “casual,” “dress down,” or “theme” days. Examples of appropriate attire during these days will be identified in the announcement.

 - D. Departments should establish standards for acceptable, appropriate and professional dress and appearance in light of that department’s function, duties, and interaction with employees, students, alumni, guests and

other outside individuals. Department standards should meet or exceed the general requirements outlined in this policy. Questions from departments and supervisors about appropriate departmental standards should be reviewed in advance with Human Resources prior to implementation.

- E. Clothing or accessories that promote alcohol, tobacco products or statements that constitute discrimination, harassment and/or promote workplace violence are prohibited. This includes racial statements or images, sexual innuendos, hateful commentary or any statements that would be viewed as violating the University's non-discrimination policy.
- F. Due to allergies or sensitivities to fragrance, employees are expected to be respectful of others by limiting their use of perfume, cologne or other scented products.
- G. Uniforms:
 - 1. All employees who are required to wear uniforms must wear the appropriate uniform while on duty at all times.
 - 2. Departments that require uniforms are responsible for the maintenance, distribution and collection of all uniforms upon an employee's exit from the University.
 - 3. Employees who are issued uniforms are responsible for safeguarding them from loss and damage.
- H. Enforcement:
 - 1. Managers and supervisors are responsible for enforcing dress and hygiene standards in their areas of responsibility.
 - 2. Employees inappropriately dressed may be sent home to correct the dress or hygiene issue.
 - 3. Religious, disability and other accommodations will be provided in accordance with applicable laws. If employees believe that they require an accommodation in terms of dress or grooming standards, they should notify their supervisor or Human Resources.

V. CROSS REFERENCES:

At-Will Employment Policy

Corrective Action Policy