

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

DRESS GUIDELINES

Procedure 3.3.3.2

The College is a public institution with faculty and staff who are responsible to both students and the wider community. As such, it is important that faculty and staff present themselves as the professionals they are to all community stakeholders and users of College services and facilities. What constitutes appropriate dress will vary according to specific job and occasion. Any definitive guidelines are bound to be tested by changes in fashion and subject to exceptions due to specific circumstances.

It is recognized that appropriate attire for instructional programs varies. Supervisors will approve standards for attire in specific academic areas. Staff whose regular duties entail heavy work or exposure to risk should dress as their supervisor or safety standards demand. The following descriptions below are intended to provide general guidelines for faculty and staff. If an employee is unsure of acceptable norms for their specific position, they should seek guidance from their immediate supervisor.

- **Business casual** is acceptable for most occasions on the College campus.
- **Business attire** presents an appropriate professional image when meeting with external constituents or representing the College at special events.

The College invites employees to participate in an opportunity to dress more informally on Friday of each week or during other approved times. **Casual Friday** is the norm for the campus community unless individuals are participating in meetings with external constituents or special events in which they are representing the College.

Adopted: November, 2019