

SNU Policy: Personal Appearance and Dress Code
SNU Policy ID: Workplace Performance E-3
Policy Reviewed by: Director of Human Resources
Approval Authority: Vice President for Business and Finance
Approval Date: February 22, 2018
Next Review Date: February 22, 2023

I. Purpose:

This Policy sets forth the obligations of the employees of Southern Nazarene University (“SNU” or “the University”) related to employees’ adherence to the SNU business casual dress code. It is imperative that all University faculty and staff project a professional image while at work or work-related functions by being appropriately attired. The requirement to dress professionally is applicable to all full and part time SNU staff, as well as to adjunct faculty, faculty, student employees, contractors, and volunteers. We believe in our value as an institution of higher education and we believe our appearance should reflect our standards of quality.

II. Policy:

SNU employees are expected to be neat, clean and well-groomed while performing professional duties at SNU or an off campus location. As such, excellent grooming standards are to be maintained at all times while at work. It is recognized that different levels of formality are appropriate to different settings and activities. Employees are expected to use good judgment and moderation in matching their attire and personal presentation to the demands of each setting, whether in formal business events, office, classroom, in manual labor settings, competition or physical exercise settings. Employees working in off-campus settings such as internship sites, hospitals, schools, and businesses as a function of their employment at SNU may be required to comply with professional attire and appearance standards established by, or appropriate to, those entities.

All non-uniform and non-special category SNU personnel are expected to wear standard business attire that is consistent with standards for a professional environment at all times. The minimum expectation would be business casual dress.

Business casual is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. In order to promote school spirit, we ask that employees display only SNU logos and insignia as opposed to wearing other university attire.

III. Special Category Personnel Attire:

Physical education staff, coaches, wellness center staff, etc. may choose to wear clothing appropriate to their assignments (e.g., sweat pants, exercise pants, wind pants and shirts, athletic shoes, etc.) provided that the attire does not display potentially offensive logos or other symbols. Such apparel must also be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through) and muscle shirts are unacceptable. Other Special Category Personnel (e.g., lab technicians, nurses, police officers, facilities workers, etc.) may wear clothing that is appropriate for their work duties and assignments

provided that the attire does not display potentially offensive logos or other symbols. Such apparel must be in good repair and free from excessive fading, tearing, and fraying. Facilities staff members must wear uniformed shirts, buttoned up at all times, SNU logoed t-shirts, closed toe shoes and other safety equipment as required for the specific job.

IV. Compliance:

All University personnel must use their best judgment when maintaining appropriate professional attire and appearance. Administrators and supervisors reserve the right to determine appropriateness. SNU personnel who are improperly dressed may be counseled by their Administrator and/or supervisor or in severe cases may be sent home to change clothes. Employees may have such time charged to accrued annual leave or taken as leave without pay. Continued disregard of the dress code and business casual dress standards may be cause for further disciplinary and corrective action, up to and including termination of employment.