ITS Dress Code Policy

Responsible Parties

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<tr>
<th>Prepared By</th>
<th>Document Version Number</th>
<th>Phone Number</th>
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<tr>
<td>Katherine Krajcovic</td>
<td>Version 2.0</td>
<td>314-977-7223</td>
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<th>Effective Date</th>
<th>Last Updated</th>
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<td>1/5/2011</td>
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<tr>
<th>Department(s) Responsible</th>
<th>Name of Responsible Department Person</th>
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<tr>
<td>Business Services</td>
<td>Katherine Krajcovic</td>
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<th>Group(s) Responsible</th>
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<tr>
<td>BS: Business Office</td>
<td>Katherine Krajcovic</td>
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<tr>
<th>Approved By</th>
<th>Date of Approval</th>
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<td>1/5/2011</td>
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Audience

This document applies to all Saint Louis University (SLU) departments, information technology services (ITS) systems and applications.

Responsibilities

Executive Sponsor: SLU Chief Information Officer
Key Stakeholders: SLU, SLU ITS, Business Services, Business Office
Document Custodian: SLU ITS Quality Assurance Office
Document Management: SLU Quality Assurance Office is responsible for the publication, notification and maintenance of this document. The Executive Sponsor is responsible for approving all changes to this policy.
Implementers: ITS Business Services, Business Office is responsible for ensuring that the requirements in this document are implemented.
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## Revision History

<table>
<thead>
<tr>
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<tr>
<td>2.0</td>
<td>Melody Beacham / Manda Johnson</td>
<td>1. Move previous content to new template; 2. Update content</td>
<td>1/5/2011</td>
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*Minor revisions should be indicated by changing the minor number (i.e. 1.3 to 1.4 would indicate a minor revision). Minor revisions include, but are not limited to, changes in verbiage or minor policy changes that do not require the document to be rerouted through the approval process.

Major revisions should be indicated by changing the major number (i.e. 1.4 to 2.0 would indicate a major revision). Major revisions include significant content changes that require the document to be rerouted through the approval process.
Introduction
This policy is designed to provide standards of professional dress for all IT employees.

Scope
It is important for all ITS Staff-Members to project a professional image while at work by being appropriately attired. This policy applies to all full and part time ITS employees, as well as to Independent Contractors, volunteers and students. While working in ITS, any Student-Employees must adhere to “Business Casual” dress policy at all times.

Purpose
The purpose of this policy is to outline appropriate and inappropriate examples of dress for those employed by the Saint Louis University ITS division. The objective in establishing a business casual dress code is to enable employees to project a professional, business-like image while experiencing the advantages of more casual and relaxed clothing.

Definitions
The following are definitions of commonly used terms for which the general meaning may not be known or clearly understood:

- **Capri Pants** – A style of pant commonly worn by women during warmer months. A true Capri pant falls well below the knee but above the ankle, approximately mid calf length.

- **Denim** – A material commonly used for the manufacture of pants for both men and women but also used for skirts, jackets and other pieces of clothing. Denim is traditionally blue in color but may also be dyed to a different hue.

- **Flip flop** – A sandal held on the foot by a strip that fits between the first and second toes and is connected to a strap usually passing over the top or around the sides of the foot regardless of material. (Answers.com)

- **Jeggings** – A recent variant of leggings. They are leggings that take certain attributes from jeans, such as color and style and a colored seam down the side, thus a mixture of the two and hence the adoption of the name “Jeggings”. Some styles have even taken the jean-like look to such lengths as adding faux pockets and faux zip-flies to add to the look.

- **Leggings** – Any tight, form-fitting pants made from a blend of lycra, Spandex, nylon, cotton, or polyester, wool, silk and other materials. Typically, leggings extend from the waist to the ankle. They are sometimes referred to as tights. However, the two words are not synonymous as the word *tights* refer to opaque pantyhose.

- **Tennis shoes** – Any form of athletic shoe, regardless of color (i.e. black/brown with laces are considered athletic shoes).

Policy
This policy supplements, but does not replace the SLU Dress Code posted on the Human Resources website at [http://www.slu.edu/x40229.xml#Dress Code and Personal Appearance](http://www.slu.edu/x40229.xml#Dress Code and Personal Appearance).
The ITS dress code policy is designed to comprehensively outline both acceptable and unacceptable forms of business casual for both men and women employees.

ACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:

- Sports Coats or Blazers (and tie if meeting with business partners or Executive Staff members)
- Slacks (that are within the guidelines listed below)
- Capri Pants (that are within the guidelines listed below)
- Chinos
- Dockers
- Polo Shirts with collars
- Oxford button down shirts
- Skirts (that are within the guidelines listed below)
- Dresses (that are within the guidelines listed below)
- Dress shoes: Loafers, heels, boots, flats
- Sweaters and cardigans
- Vests
- SLU ITS Logo Wear (as long as it does not violate other guidelines)

UNACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:

- Flip Flops
- Tennis/Athletic shoes
- Sandals
- Shorts
- Spandex & Lycra (i.e. biking shorts)
- Cargo pants
- Tank/spaghetti strap tops, Tube tops and/or Halter tops (worn alone and not under other clothing)
- Beach wear
- Cutoffs
- Leggings/Jeggings
- Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing – or clothing with missing buttons
- Revealing or skin-tight shirts, pants, etc.
- Clothes with offensive slogans or pictures, e.g., profanity and nude or seminude pictures, offensive gestures, suggestive cartoons
- Clothes with political slogans, derogatory words, Nazi regalia, KKK regalia, gang colors, advertisements for competitive products or services
- Offensive, explicit, or graphic buttons, hats, caps, or other attire are prohibited

Slacks, Pants, and Suit Pants
Slacks that are similar to Dockers including cotton pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate pants include jeans, sweatpants, exercise pants, cargo pants, leggings/jeggings, and any spandex or other form-fitting pants. Although dressy capri-length pants are acceptable, shorts are not appropriate for work.

Skirts, Dresses, and Skirted Suits
Skirts, dresses, and skirted suits should be at or below the knee when standing. For split skirts, the split should also not extend above the knee when standing. Casual and dress skirts are acceptable. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate for the office.
Shirts, Tops, Blouses, and Jackets
Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Jackets made of sweatshirt material are not appropriate. Inappropriate attire for work includes tank tops, any other shoulder-baring tops, midriff tops, halter-tops, t-shirts (unless worn under another blouse), sweatshirts, and shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans.

Shoes and Footwear
Loafer, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Athletic shoes, thongs, flip-flops or any other sandal-type shoe are not acceptable in the office.

Jewelry, Makeup, Perfume, and Cologne
These should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering
Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Exceptions
Exceptions to policy must be approved by a direct supervisor. Exceptions may include: outdoor labor, physical equipment moves, etc. If exceptions due to assigned work occur on a regular basis, it is recommended that those staff members bring an appropriate wardrobe (such as outdoor work shoes) for such occasions.

Conclusion
While the Saint Louis University ITS system values diversity of opinion and freedom of expression, discretion in the style of dress can be important to the effective operation of each University campus and their individual operating units. Individuals are, therefore, expected to dress in a manner in keeping with their job functions and working environment. If clothing fails to meet these standards, as determined by the employee’s supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.
Examples of acceptable dress for employees:
Examples of dress code violations:
Roles and Responsibilities
SLU ITS is confident that each Staff-Member will use their best judgment when maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness. A rule of thumb – if you are unsure that an article of clothing is acceptable, most likely it isn’t. If in doubt, don’t wear it. It is the responsibility of SLU workforce members to read, understand, and follow this policy. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her supervisor or the document owner.

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<tr>
<th>Role</th>
<th>Responsibilities</th>
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Affected Applications

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Other Policies or Procedures Referenced

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Questions About This Policy
If you have questions about this policy, please contact the Quality Assurance Office at qaoffice@slu.edu.

Failure to follow this policy can result in disciplinary action as provided in the Staff Employee Handbook, any Student Worker/Intern employment information and Faculty Handbook. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook or employment guide.

Approval and Amendments
Changes to this policy may be necessary from time to time. At a minimum, this policy will be reviewed and approved annually. All changes to this policy will go through the published revision and approval process. This policy, associated policies and documentation, including a record of all changes, will be maintained by the Quality Assurance Office and available for inspection.