



HERITAGE CHRISTIAN COLLEGE

DRESS AND GROOMING POLICY

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APPROVAL AND REVIEW DETAILS

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Signed by: _____

Chairman of Council

Date:

Content

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PURPOSE:

The purpose of this Operating Policy/Procedure (OP) is to establish guidelines for appropriate dress and grooming for Staff and Students of Heritage Christian College (HCC).

SCOPE

This Dress and Grooming policy is applicable to all HCC students and Staff in all their activities on HCC campus.

POLICY/PROCEDURES

1. Policy

Appropriate dressing and grooming of HCC Members are important factors in the safe and orderly operation of the University College; consequently, members' appearance should reflect a positive image of HCC. Proper dressing, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business and institutional image that the university presents to students, parents, customers, and the public. Staff and students of HCC should seek an image that projects professionalism, competence, customer service-orientation that is exemplary among institutions of higher education.

During official school hours and during all school events, students are expected to present a clean and neat appearance and to dress in a way that is appropriate to the university's image as a Christian institution of higher learning. While current practice provides for a wide range of suitable attire for lectures, students should show good judgment, common sense, and maturity in their selection. For employees, workplace attire and grooming must be neat, clean and appropriate for the work being performed and the setting in which the work is performed.

This document shall serve as a general guideline for the staff and students of HCC; however, implementation of these guidelines shall be at the discretion of the departments. Any questions about the guidelines for attire should be discussed with the Head of Department (HoD). HoDs are responsible for ensuring that their employees/students are aware of and adhere to the university's dress code.

2. Applicability

This policy applies to all staff, employees and students; however, department supervisors may propose informal dress expectations where necessary. For faculty, this policy applies only to the extent that the faculty member's attire will be held to the same standards that are consistent with maintaining a positive image for the university.

3. Guidelines for Suitable Attire

Although the university's dress policy is intended to establish a certain standard of appropriate wear, various departments and offices will vary in terms of operating needs such as public or customer interaction, safety, or projecting an overall image of the department. Therefore, expectations and enforcement of suitable attire will be managed at the department level as much as it is practicable. The guiding principle underlying the expectations would be that the attire must be clean and appropriate for the type of job or function performed by the individual and that the attire projects a positive and professional image of the university. An attire that is likely to offend others, such as provocative or revealing clothing, must not be worn.

For the purpose of a dress standard, most employees working in an office environment are expected to wear business or business casual attire, depending on the type of job and the extent of interaction with internal and external stakeholders. Professional and supervisory personnel are expected to wear business attire. As a general rule of thumb, the higher level of the position and the more contact with the general public, the higher the dress standard.

Employees working in the trades, grounds, facilities support, and operations should wear clothing or uniforms as required by those departments.

4. Definitions

a. Business Casual

The university's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace. Yet, employees need to project a professional image to customers, students, potential employees, and community visitors. In general, business casual means dressing professionally, looking relaxed yet neat and pulled together.

b. Inappropriate Attire

While this is not an exhaustive list, the following are examples of attire that are not acceptable for most university jobs:

- T-shirts, either short or long sleeved
- Tennis shoes, flip-flops, house slippers
- Halter tops, tank tops, or tops with spaghetti-style straps
- Shorts, spandex shorts or pants, athletic or jogging suits
- Worn, torn or color-faded jeans, including jeans with worn or frayed leg hemlines
- Baseball-style caps or most headwear worn inside the office
- Low-cut blouses or dresses
- Mini-skirts (generally 7.5 inches above the knee)

In addition, an attire that is likely to offend others, such as provocative or revealing clothing, must not be worn.

c. Specific Guidelines - Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat, clean, and consistent with the values and principles of HCC. Modesty and cleanliness are important values that reflect personal dignity and integrity. The members of the HCC community commit themselves to observe the following specific standards. The application of these principles may vary slightly at the various departments and functions in accordance with weather conditions and circumstances.

d. Men

A clean and well-cared-for appearance should be maintained. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, mustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean-shaven; overgrown and unkempt beards are not acceptable. If worn, they must be close to the skin and well-trimmed. Earrings and other body piercings are unacceptable. Shoes/sandals should be worn in all public campus areas.

e. Women

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is strapless, backless, or revealing or has slits above the knee. Dresses and skirts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extreme styles and colors. Excessive ear piercing (more than one per ear) and all other body piercings are inappropriate. Footwear must be modest and should be appropriate for public campus areas.

f. HCC Dress and Grooming Standards

Modesty, decency, common sense, discretion and consideration are the watchwords for dressing and grooming. Flagrant behavior or extreme dress and grooming at any time or in any place may result in a review of the individual's understanding of the expected behavior or grooming. Clothing is to be modest in fabric, fit, length, style, and appropriate for the occasion. Men and women outfits should be reflective of their gender, and excessive or extreme styles should be avoided. For women, wardrobe selection should reflect modesty and femininity. For men, clothing should reflect decency and masculinity.

The following supplemental information is provided to give students, staff, faculty, and administrators general guidelines in determining appropriate from inappropriate attire and grooming. Because of the constant change in dressing and grooming styles, some trends, fads, or fashions common in the country may be erroneously determined inappropriate. The Registrar, after consulting with HR staff and the President, reserves the right to determine that a specific style or fad is inappropriate and thereby unacceptable at HCC.

5. Dressing and Grooming for Women

Appropriate

- Dresses, skirts, and blouses, or sweaters
- Modest pants, slacks, or jeans must be ankle length but not revealing and must have a blouse or skirt that covers the back.
- Dressy sweatshirts

Inappropriate

- Bib overalls (all styles)

- Caps or hats
- Clothing is inappropriate when it:
 - is above the knee
 - has slits above the knee
 - is low cut
 - is backless
- Excessive ear piercing (more than one per ear) and all other body piercing
- Hair: extreme styles or colorations, or unnatural colors
- Long Johns or underwear styles
- Low-cut or revealing necklines
- Patched, faded, frayed, torn, or tight, formfitting clothing
- Shorts of any length
- Suggestive or vulgar wording or pictures on apparel
- Sweat suits or PE-type clothing (unless for Fitness activities)
- Tank tops or sloppy tops, or midriff shirts/blouses
- Flip Flops

6. Dressing and Grooming for Men

Appropriate

- Long and short sleeve shirts, shirts with collars, and dressy sport shirts
- Jeans that are neat and clean
- Ankle-length or longer slacks or pants
- Sports coats, blazers, and ties
- Sweaters
- Dressy sweatshirts

Inappropriate

- Beards (unless well-trimmed and close to skin)
- Bib overalls (all styles) o Caps or hats
- Earrings and all other body piercings
- Hair: no ponytails or pigtails, braids, designs, carvings, curling or extreme styles
- Headbands or bandannas
- Patched, faded, frayed, torn, or tight, formfitting clothing o Shorts of any length
- Sweat suits or PE-type clothing (except for sports and fitness exercises)
- Suggestive or vulgar wording or pictures on apparel
- Tank tops o Flip Flops
- Grubby attire

7. Dress Standards for Men and Women

Activity and Recreational Events Attire:

Dress standards for each event will be specified prior to the event. If no standard is specified, the minimum standard will be campus attire. Modest length shorts may be worn at specified outdoor activities and recreational events but are otherwise not acceptable campus attire. Modest casual attire may be worn at specified indoor activity or recreational events.

Formal and Semi-formal Attire:

Men: A suit is optional, while church attire such as a cover coat or dressy sweater is recommended. A dress shirt and tie, formal half collar shirt without tie, or turtleneck with a suit and cotton dress trousers are acceptable. Dress shoes are required. Not acceptable: tennis or athletic shoes, t-shirts, kilts, jeans, or grubby attire.

Ladies: A formal (suit) outlook is optional, while "Sunday dress" is recommended. A modest dress with the hemline or slits knee-length or

below with dress shoes (required). Not acceptable: tennis or athletic shoes, spaghetti straps, low-cut necklines, immodest use of sheer see through unlined materials, and open back dresses below the shoulder blades.

Special Theme Events:

Dress should be consistent with university dress standards at all events. Appropriate dress will be specified in the communication prior to the event. Additionally, HCC, or a Department of a programme may recommend and announce, upon approval by the President, a particular dress code for a special event or for particular day.

8. HCC T-Shirt/Attire and African Wear

In addition and in conformance to the prescribed dress standards above, students can wear HCC attire and any decent African Wear on any day, especially on Fridays.

9. Implementation of Dress and Grooming Policy

Regarding students, the following steps shall be taken to enforce the policy:

1. All students shall be required to sign the Dress and Grooming Code at the time of admission.
2. Any member of staff may draw a student's attention to inappropriate dressing and advise the student.
3. If a student fails to take the advise given by a member of staff, the staff should report the incident to the Registrar.
4. The Registrar shall advise the student on the appropriate dressing. Failure to heed the advise of the Registrar may lead to a disciplinary process against the student.

Regarding Members of Staff, the following steps shall be taken to enforce the policy:

1. All staff shall be required to sign the Dress and Grooming Code at the time of appointment.
2. The Registry shall have regular monitoring of compliance of the Dress and Grooming Policy for general feedback and use such information for education.

3. Any staff member who finds another to be in breach of the Dress and Grooming Policy may politely draw the attention of the person to the inappropriate dressing or grooming.
4. A breach of the Dress and Grooming policy shall be reported to the Registrar if it cannot be resolved among the staff. When a particular staff is in regular breach of the Dress and Grooming policy, the person may be referred for disciplinary action.
5. Where a student observes that, a staff is inappropriately dressed or groomed, the student should report the matter to the Registrar for redress.

10. Non-discrimination Policy

Nothing in this policy is intended to restrict or violate rights related to nondiscrimination, non-exclusion, and disability policies and laws or hinder the advancement of diversity at the university. Flexibility in freedom of choice should be shown in relation to religious or ethnic/traditional attire.

**APPENDIX: STAFF / STUDENT DRESS & GROOMING CODE ACKNOWLEDGMENT
FORM**

I acknowledge that I have received and reviewed the HCC Dress Code & Grooming Policy and I further acknowledge that I am expected to comply with the policy. Since the information and policy described here is subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices, and I understand that this information may supersede, modify or eliminate existing policies. Furthermore, I acknowledge that this is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it. Finally, I understand and acknowledge that, as a staff/student of HCC, I will not take any position or act in a manner contradictory to the mission of HCC or the tenets of the Christian Principles.

EMPLOYEE / STUDENT NAME (printed) _____

EMPLOYEE / STUDENT SIGNATURE: _____

DATE: _____