

Villanova, Graduate Program of Human Resource Development

Dress Code Policy, Version 1

Villanova organization where employees enjoy their work environment while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels.

To help meet these goals, we have adopted a Business Casual Dress Policy as our dress standard Monday through Thursday for primarily office employees. This policy invites employees to leave their customary business attire at home and wear business casual attire to the office. We want to emphasize that this does not mean that you will never wear customary business attire again.

There may be times when more customary business attire would be appropriate, for example, when client are here, when you meet with a customer, vendor or are representing the company at an outside community function.

Employees who are hosting or attending meetings with clients, vendors, or employees from another company should wear appropriate clothing, which may include business attire.

This policy does NOT require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so.

The following guidelines will help day-to-day define acceptable Business Casual attire.

General Guidelines

1. Choose business casual clothing that communicates professionalism.
2. Keep your workday schedule into account when you are dressing. Casual business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Casual business attire includes, but is
3. not limited to: slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses, denim skirts, walking shorts, turtlenecks, sweaters, loafers, and sandals.
4. We ask that you NOT WEAR jeans, shorts, bib overalls, halter tops, beachwear, work-out attire, tank tops, tee-shirts, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. In addition, we ask that you not wear athletic shoes, thongs, or slippers.

Keep in mind that shoes should cover the majority of the foot area. Office employees may want to consider having a closed-toed pair of shoes on hand for those times you are working out in the Production area.

5. Managers and professors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the Human Resources department.

6. Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

Specific GUIDELINES: (All work days - Affects All Employees)

In keeping with the current dress code, the need for proper appearance from all staff is expected. Therefore, the following guidelines of dress are expected from all employees:

1. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks areas.
2. Clothing should be free of sexually related references, foul language, or
3. suggest or promote the use of illegal drugs.
4. Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
5. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
6. Tattoos must be appropriate in content and in keeping with a professional image.
7. As a reminder, we ask that you NOT WEAR tank tops, halter tops, beachwear, shorts, bib overalls, spandex or other form fitting pants, work-out attire, thongs or slippers, distracting, offensive or revealing clothes on ANY DAY OF THE WORK WEEK.