



SNU Policy: Personal Appearance and Dress Code

SNU Policy ID: Employment Practices E-03

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

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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 dress and 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.

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, appropriate grooming standards are to be always maintained while at work and attire that results in a distraction to other employees or disruption of the work of the department is prohibited.

All non-uniform and non-special category SNU personnel are expected to wear standard business attire that is always consistent with standards for a professional environment unless they elect to wear business casual attire on Fridays. Examples of standard business attire are “dress” shirts and slacks or suits for men and “dress” skirts, blouses, slacks, dresses and suits for women. Acceptable business footwear includes men’s dress shoes and loafers as well as heels/pumps or loafers for women.

Any employee that requires reasonable accommodation for reasons based on disability, pregnancy, childbirth, or related medical conditions, or other grounds protected by federal, state, or local laws should contact their supervisor or Human Resources. SNU grants reasonable accommodation unless the accommodation causes an undue hardship.

IV. BUSINESS CASUAL DRESS CODE

I. Business Casual Dress Guidelines – Friday Only

“Business casual dress” is an optional privilege and acceptable only on Fridays. Fridays have been designated as a “business casual” dress day for non-uniform personnel. Business casual is a privilege that is offered to provide a more comfortable and relaxed work atmosphere on Fridays. Casual dress day may be revoked on an individual, unit, or a department-wide basis if the guidelines delineated in this policy are not adhered to by SNU personnel who elect to wear casual business clothing on Fridays. Attire bearing SNU logos, slogans, insignia, etc. may only be worn if it is included in the acceptable casual standards examples outlined below.



Please note that University personnel are not required to dress in business casual attire on Fridays. For example, an employee may not have an appropriate business casual wardrobe or may have a meeting that requires dress in regular business attire on a Friday.

A. Business Casual Dress Standards

Acceptable Business Casual Attire Includes the Following:

- Sports Coats or Blazers
- Slacks
- Jeans (neat and clean)
- Cargo pants
- Dockers
- Shirts with Collars
- Oxford button down shirts
- Pedal pushers
- Loafers
- Sweaters and Cardigans
- Undergarments must be always worn, but should not be visible

Note: Attire bearing SNU logos, slogans, insignia, etc. may only be worn if it is included in the acceptable business casual standards examples outlined above.

ii. Unacceptable Business Casual Attire Includes the Following:

- Shorts
- Miniskirts/ Short Skirts (e.g., skirts that are above knee length)
- Spandex and Lycra (i.e., biking shorts) that is visible
- Textured / Fishnet hosiery
- Sweat suits / Sweatpants and Sweat tops
- Track suits / Jogging suits
- T-shirts
- Tank tops
- Tube tops
- Halter tops
- Muscle shirts
- Midriffs
- Spaghetti strap or strapless sundresses (without a suitable jacket)
- Beach wear / Swim Wear
- Cutoffs
- Athletic Attire (i.e., work- out clothes)
- Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing – or clothing with missing buttons – are not appropriate
- Revealing or skin-tight shirts, pants, etc., are not acceptable



- Clothes with offensive slogans or pictures, e.g., profanity and nude or seminude pictures, offensive gestures, suggestive cartoons
- Offensive, explicit, or graphic buttons, hats, caps, or other attire

Note: Attire bearing SNU logos, slogans, insignia, etc. may not be worn if it is included in the unacceptable business casual standards examples outlined above.

iii. Unacceptable Footwear Includes the Following:

- Tennis Shoes
- Clogs
- Athletic Shoes
- Flip Flops
- Casual Sandals

V. SPECIAL CATEGORY PERSONNEL ATTIRE

Physical education staff, coaches, Wellness Center Staff, etc. may choose to wear clothing appropriate to their assignments (e.g., sweatpants, exercise pants, wind pants and shirts, sneakers, 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, agricultural field 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.

VI. COMPLIANCE

All University personnel must use their best judgment when maintaining appropriate professional attire and appearance. Administrators reserve the right to determine appropriateness. SNU personnel who are improperly dressed may be counseled by their supervisor or in severe cases may be sent home to change clothes. Employees will have such time charged to accrued annual leave or taken as leave without pay to the extent permitted by applicable law. If an employee is warned regarding unacceptable attire and/or sent home on multiple occasions, then a written warning will be issued and placed in his or her personnel file. 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.