<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>Dress and Appearance Guidelines</th>
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<tbody>
<tr>
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<td>FAST-231</td>
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<td>Human Resources and Equal Opportunity</td>
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</tbody>
</table>

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SUMMARY:

This policy sets forth dress and appearance expectations for administrative employees, academic and administrative support employees, staff members and student workers at Coastal Carolina University.

POLICY:

I. Appearance

   A. Each employee is responsible for presenting a personal appearance which demonstrates good grooming and neatness. Personal appearance should not distract others and should comply with safety standards.

   B. The diversity in the nature of the work performed and the settings in which it is performed may necessitate departmental/unit appearance standards which vary from the general guidelines.
C. Standards must be reasonable and consistently applied to all genders performing similar work in similar settings.

D. There is no established standard on hair length. Hair restraint or hair covering rules may be established by individual Departments/Units where safety and/or sanitation are a factor.

II. Dress

A. Each employee is expected to wear attire that is appropriate for an office setting during work hours. Attire should be neat, not distracting to others and comply with safety standards. In order to promote a high standard of professionalism and safety the University has established guidelines for attire. Some guidelines may include safety considerations and/or high visibility attire including uniforms when appropriate.

B. The diversity in the nature of the work performed and the settings in which it is performed may necessitate departmental/unit dress standards which vary from the general guidelines.

C. Dress standards must be reasonable and consistently applied all genders performing similar work in similar settings.

D. Employees should refer to Dress Frequently Asked Questions (FAQs) maintained by the Office of Human Resources and Equal Opportunity for guidance on current dress expectations. This document can be found on HREO Workplace.

E. Coastal Carolina University will provide uniforms for employees required to wear specific attire as a condition of employment for the purpose of protection and/or identification. Departments may have specific policies on uniforms, such as issuance, responsibility for cleaning and maintenance, etc. If uniforms are provided, they are to be worn for University-related duties only.

F. In the case of any time-scheduled meetings or other work commitments involving the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This would normally mean wearing business dress attire that day.

G. Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to Occupational Health and Safety Standards or other business-related reasons must adhere to those safety standards deemed appropriate by the Department Head. This may preclude wearing certain items generally acceptable on campus.
III. Spirit Days

A. Every Friday will be considered “Spirit Day.” Office-acceptable jeans and tennis shoes are allowed to be worn on Spirit Days as long as a Coastal Carolina University-logoed shirt is worn with them. Acceptable logoed shirts include only blouses or collared shirts with a Coastal Carolina University logo, and do not include t-shirts or sweatshirts. Individuals who choose not to wear a University-logoed shirt will not be permitted to wear jeans or tennis shoes on Spirit Day.
   1. Office-acceptable jeans are defined as dark or colored denim that is NOT distressed, cut off, ripped, stonewashed, paint-splattered, skintight, excessively baggy, sequined, bedazzled, faded or frayed, and does not contain cutouts or patchwork.

B. The last Friday of every month will be a “Dress-Down Day,” for which any office-appropriate blouse or collared shirt worn with office-acceptable jeans and/or tennis shoes is permitted.

C. The President may, from time to time, designate other days as Spirit Days or Dress-Down Days in the interests of employee morale or school spirit.

D. The following exceptions apply to the jeans policy:

   1. Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to Occupational Health and Safety Standards or other business-related reasons must adhere to those safety standards deemed appropriate by the Department Head. This may preclude the wearing of jeans or tennis shoes.
   2. Based on departmental goals and functions, other types of jeans may be determined to be unacceptable. Such distinctions will be at the discretion of the Department Head or Department Supervisor.