



Policy Title:	Dress and Appearance Guidelines
Policy Number:	FAST-231
Revision Date:	October 2023
Policies Superseded:	1299.3; HREO-181; FAST-HREO 232
Policy Management Area(s):	Human Resources

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SUMMARY:

Coastal Carolina University (CCU) strives to create an inclusive and enjoyable work environment where all employees feel comfortable to show up as themselves in order to provide exceptional education and service to students. These guidelines apply to all faculty, staff, and student employees at CCU.

I. DRESS GUIDELINE

Employees should dress for the job they have. Departmental expectations about workplace attire should be developed based on the specific tasks, roles, and functions of each of their units. These should be developed with employee input and reviewed and approved by directors and their Executive Council member.

II. UNIFORM AND SAFETY

Certain departments and roles may require a specific uniform. In these cases, each department will supply employees with the necessary uniform to do their job. When making decisions on uniforms, it is essential that directors consider all employee

safety regulations and guidelines. For all questions or clarification on safety guidelines, directors should work directly with Environmental Health and Safety.

III. ACCOUNTABILITY

Individual supervisors are responsible for the implementation and enforcement of these guidelines. Supervisors are empowered to have conversations with employees centered on what attire is required for their specific job task, role, and function. For coaching and support on having employee conversations, please utilize the Office of Human Resources as well as professional development training departments on campus.

IV. EXCEPTIONS AND SEASONAL

- A. During warmer months, a more casual and informal work dress guideline is acceptable.
- B. There may be times during the course of an academic year where an event requires specific dress. The university will make note of what form of dress is required in the invitation or announcement. For all questions or clarification, supervisors should work directly with their Executive Council member.