



## **EMPLOYEE DRESS CODE POLICY**

The following are guidelines regarding acceptable business attire for employees of Centenary University. The impression that we, as employees of the University, present to others is as important as serving as role models of professionalism for our students.

The University has adopted a business casual dress code Monday through Thursday, and allows jeans to be worn on Friday for Centenary Spirit Day. Employees who prefer to dress in more formal traditional business attire should feel free to do so. Business casual wear encompasses many looks but it really means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. It means clothing that is clean, unwrinkled, and not too tight, revealing, or baggy. We ask that you consider each day's activities when determining what to wear, as there are situations when traditional business attire may be required and is more appropriate.

Your supervisor may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change.

### **Business Casual Attire (Monday through Thursday)**

Listed below are examples of acceptable business casual attire:

- Shirts: Shirts with collars, business casual crewneck or V-neck shirts, blouses, sweaters/cardigans, polo and golf shirts
- Pants/skirts: Casual slacks, trousers, dressy Capri pants, skirts/dresses of appropriate length
- Footwear: Slip-on or tie shoes, dress sandals, dress boots

Listed below are examples of unacceptable business casual attire:

- Jeans
- Sweatpants
- Yoga pants
- Leggings or tights (if not covered by a dress, tunic, or long shirt)
- Camouflage pants
- Pants worn below the waist or hip line
- Shorts
- Mini-skirts or short dresses
- Crop tops, tank tops, spaghetti-strap tops, low-cut or revealing tops
- Sheer or see-through tops that reveal undergarments

- T-shirts or shirts with inappropriate slogans
- Muscle shirts
- Flip-flops of any kind
- Sneakers
- Construction or work boots

All of us are expected to act responsibly to create a professional atmosphere and not misunderstand the intent of "business casual." If you should have any questions regarding appropriate attire, please ask your supervisor for clarification.

**Centenary Spirit Day (Jeans on Fridays)**

Centenary has a dress practice which allows more casual clothing like jeans and sneakers to be worn on Fridays. Every Friday will be considered Centenary Spirit Day. Office-acceptable jeans and sneakers are allowed to be worn on Spirit Days along with a Centenary University shirt, pin, ID badge, or other Centenary-logoed item.

Office-acceptable sneakers or tennis shoes are defined as clean and in good repair.

Office-acceptable jeans are defined as dark or colored denim that is not distressed, cut off, ripped, paint-splattered, skintight, excessively baggy, sequined, bedazzled, excessively faded, frayed, and does not contain cutouts or patchwork.

Although we can dress more casually on Fridays, we must continue to present a professional image for parents, students, vendors, etc.

Listed below are examples of acceptable jeans for Spirit Day Fridays:

<b>Acceptable Jeans</b>	<b>Unacceptable Jeans</b>
Dark-washed denim	Distressed denim
Straight leg	Excessively faded denim
Boot cut	Cutoff denim
Denim trousers	Ripped denim
Corduroy	Paint-splattered jeans
Colored denim	Denim with patchwork or cutouts
Wide leg or sailor jeans	Sequined or bedazzled jeans
Narrow jeans	Frayed denim
Velvet/velour jeans	Printed denim
Denim leggings (if covered by a dress, tunic, or long shirt)	Denim shorts

It is important that employees use their best judgment in dressing appropriately. Any employee who is unsure of what is appropriate attire should check with their supervisor.