

## **General Dress Code Guidelines**

We have embraced a flexible dress code which means staff should consider the day's schedule and wear what is generally considered acceptable for the occasion.

Workplace attire must be neat, clean, and appropriate for the assigned work and for the setting in which it is performed.

Uniforms may be required for certain positions. For student workers, the guidelines for workplace attire are the same as are applicable to other staff in the unit as specified by management. The decisions of managers about the acceptable style of workplace attire will generally reflect one or more of the following considerations:

- The type of work and/or workplace safety concerns
- The presentation of a professional or identifiable appearance for students, visitors, and the general public
- The preservation of a positive work environment that is free from distractions

For your reference, following are examples within four workplace attire categories. Some items within each category may vary at the discretion of the manager.

### Business Formal (for events such as donor meetings)

Men: suit, dress shirt, tie, dress shoes, belt

Women: dress, skirt or pant suit; dress shoes

### Business Professional (for events such as vendor or external ministry partner meetings)

Women: dress, skirt or slacks with jacket; dress shoes

Men: slacks; sport jacket or blazer; button-down shirt; tie; dress shoes

### Business Casual (for everyday workplace)

Men: slacks, khakis, non-distressed jeans; collared shirts, including polo's; sweaters; casual shoes; boots

Women: slacks, non-distressed jeans, shirts, dresses, sweaters; casual shoes; boots

Casual – jeans (no ripped or distressed), sandals, sneakers (at discretion of manager), non-collared shirts

### Unacceptable Attire:

- Fitness attire
- Beachwear
- Clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans
- Distracting or inappropriate clothing for a Christian work environment

Please keep in mind, while flexible, we embrace a dress code that values modesty and is suitable for a Christian work environment.