

Subject: DRESS CODE		Issued By: HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 523.1	Issue Date: July, 1999	Revised Date: August 8, 2005	Effective Date: August 31, 2005

Reference:
Revised and adapted from old PSA/HRA policy number HRA-011 dated July 1999 and entitled “Dress and Grooming Standards,” as well as USC’s dress code policy located here:
http://www.usc.edu/fms/dept_fhr_forms_dress_code.html

PURPOSE

To define “Business Casual Dress” in order to ensure that all HRA Staff-Members adhere to this policy and present a professional and well-groomed appearance in the workplace.

POLICY

1. **HRA STAFF-MEMBERS MUST PROJECT A PROFESSIONAL IMAGE WHILE AT WORK:** It is important for all HRA Staff-Members to project a professional image while at work by being appropriately attired. This policy applies to all full and part time HRA employees, as well as to Independent Contractors, volunteers and students. While working at HRA, any Student-Employees must adhere to “Business Casual” dress policy at all times;
2. **STAFF-MEMBERS MUST ALSO BE NEAT, CLEAN AND WELL-GROOMED:** All HRA Staff-Members are expected to be neat, clean and well-groomed while on the job. Excellent grooming standards are to be maintained at all times while at work;
3. **CLOTHING MUST BE PROFESSIONAL AND NOT A DISTRACTION:** All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed and take into account the expectations of any customers served. For general office attire, the key is a professional business appearance;
4. **JEWELRY:** Jewelry that interferes with a Staff-Member’s ability to perform their job duties is not permitted. Some jewelry has the potential to cause a safety hazard to the Staff-Member and to co-workers, especially if it comes in contact with office equipment;

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5. **WORK UNIFORMS MUST BE WORN WHILE AT WORK:** Any Staff-Members who are assigned uniforms must wear them while working. Uniforms must be clean, neatly pressed and in good repair when reporting to work. If the required uniform is unavailable for any reason (for new or temporary Staff-Members), Staff-Members are expected to comply with the general requirements for all Staff-Members, as well as any departmental guidelines that may be available for such circumstances. Only uniform-issued jackets, vests and/or caps may be worn;

6. **EXAMPLES OF STANDARD BUSINESS ATTIRE FOR NON-UNIFORMED STAFF-MEMBERS:** Non-Uniformed Staff-Members are expected to wear standard business attire, in keeping with university (USC) standards. Examples of this are “dress” shirts and slacks or suits for men and “dress” skirts, blouses, slacks, dresses and suits for women;

7. **BUSINESS CASUAL FRIDAY DRESS:** Fridays have been designated as a “business casual” dress day for non-uniform Staff-Members. The key is “business” casual, which is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. Casual dress day may be revoked on an individual, a unit, or a department-wide basis if the guidelines set forth are not adhered to;

BUSINESS CASUAL FRIDAY IS OPTIONAL: Staff-Members do not have to dress in business casual attire on casual Friday. For example, a Staff-Member may not have an appropriate business casual wardrobe, or may have a meeting that requires dress in regular business attire for that day;

7. **NON-COMPLIANCE:** HRA is confident that each Staff-Member will use their best judgment when maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness. **A rule of thumb – if unsure that an article of clothing is acceptable, most likely it isn’t. If in doubt, don’t wear it!** Any HRA Staff-Member who is improperly dressed will be counseled, or in severe cases may be sent home to change clothes. Non-exempt employees will have the time charged to accrued personal days or vacation accruals, or taken as leave without pay. If a Staff-Member is warned regarding unacceptable attire and/or sent home three times; a written warning will be issued and placed in the Staff-Member’s personnel file. Continued disregard of the policy may be cause for further disciplinary action, which may result in termination.

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GUIDELINES:

This policy applies to all full and part time HRA Non-Uniformed Staff-Members:

1. **ACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:**

- Sports Coats or Blazers
- Slacks
- Jeans (neat and clean)
- Chinos
- Dockers
- Polo Shirts with Collars
- Oxford button down shirts
- Split skirts
- Loafers
- Sweaters and Cardigans
- USC Logo Wear
- Undergarments must be worn at all times, but should not be visible

2. **UNACCEPTABLE CASUAL BUSINESS ATTIRE INCLUDES THE FOLLOWING:**

- Shorts
- Flip Flops
- Spandex & Lycra (i.e. biking shorts)
- Tank tops
- Tube tops
- Halter tops
- Beach wear
- Cutoffs
- 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

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UNACCEPTABLE ATTIRE (CONTINUED):

- Clothes with political slogans, derogatory words, Nazi regalia, KKK regalia, gang colors, advertisements for competitive products or services
- Offensive, explicit, or graphic buttons, hats, caps, or other attire are prohibited

3. **INAPPROPRIATE FOOTWEAR:**

- Tennis Shoes
- Clogs
- Athletic Shoes
- Sandals

RESPONSIBILITY

Human Resources / All Staff-Members