

# EIT Dean's Office Dress Code Policy

## PURPOSE

The Dean's Office recognizes and respects that deciding how to dress is a personal decision, but we also ask you to recognize and respect that the dress choices you make affect the work environment and the image the college is trying to convey to students, faculty, workplace visitors and others we may interact with. If you have questions regarding the dress code policy, please do not hesitate to ask your department's Chair, the Dean or Human Resources.

## APPROPRIATE ATTIRE

All EIT employees must dress in appropriate **Business Casual** attire Monday through Thursday. The exception to these rules will be on Casual Fridays.

- **Men:** Dress slacks, khakis, button-down shirts, collared knit shirts, sweaters, and sport coats.
- **Women:** Dresses, Separates such as skirts, slacks, capris (not jean material-except on Friday), blouses/nice tops, collared knit shirts, sweaters, sweater sets, and jackets.
- **For Men and Women:** Employees are only allowed to wear jeans and tennis shoes on Casual Friday.
- **For Men and Women:** Employees are encouraged to wear clothing (t-shirts and polo shirts) bearing the UALR logo for business casual attire.
- **Footwear:** Dress shoes, oxfords, loafers, boots, flats, dress heels, sandals, and sensible walking shoes are acceptable for work.

## INAPPROPRIATE ATTIRE

- Employees are not allowed to wear jeans (except on Casual Friday), sweatpants, or shorts of any kind.
- Employees are not allowed to wear sports related attire including t-shirts or tank tops with other University slogans, names or logos.
- Employees are not allowed to wear Athletic shoes, tennis shoes, flip-flops, and house shoes. (Note: if it makes a sound when you walk, it is not appropriate).
- Employees are not allowed to wear hats or fitted caps.

## ENFORCEMENT

Department Managers/Chairs are responsible for monitoring and enforcing the Dress Code.

- Managers/Chairs will address all employees they deem to be dressed inappropriately to help ensure the mistake is not repeated.
- Managers/Chairs will hold discussion with the employee and ask him/or her to go home, change and return to work in appropriate attire.

## REQUEST FOR ACCOMMODATIONS

The Dean will enforce the Dress Code consistently but will respect personal circumstances of each employee. Employees may request exemptions or accommodations to this Dress Code by asking their Department Managers. For example, the business attire dress code will not apply to the IT Department due to the nature of their job.