



Policy Category:	Administrative Policies – Human Resources
Policy Number:	2.17
Policy Issued:	1/1/1968
Policy Revised:	12/13/2010; 2/21/2019
Policy Title:	Personal Appearance
Policy Approved:	2/21/2019
Resolution #:	Board of Trustees Approved by Motion
Pages:	3

The purpose of this policy is to guide all employees in projecting a clean and professional personal appearance, at all times, in recognition of their responsibility to serve as role models for the students of Hocking College. A professional appearance is one that contributes to our values and to a positive, respectful and safe environment for students, employees and the public. The College recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work, standards of program and future workplace of students, professional grooming and attire, and safety issues. Therefore, this policy provides general guidance.

There are three reasons for implementing workplace attire guidelines:

- to ensure safety while working;
- to demonstrate appropriate workplace standards of graduates and their employers;
- to promote a positive working environment focused on outcomes and results conducted in a visually professional manner.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their co-workers.

Individual departments are expected to dress according to the standards of their respective professions and employers of Hocking College graduates. Some positions may require employees to wear special clothing or uniforms. Clothing and grooming styles dictated by religion or ethnicity are exempt.

All Employees

If not assigned to, or representing, a specific program of Hocking College, all employees are expected to dress in business casual or business attire. Business casual is defined as dress slacks, pants, or skirts with collared shirts, sweaters, Hocking College logos, or department logos, all of which are clean and well maintained. If jeans are worn, they must be of a professional look, not faded, or torn. Exceptions may be granted on rare occasions when the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance. The Hocking College nametag or badge must be visible at all times. Tattoos should not be visible.

The following guidelines are expected for each program area:

Allied Health & Nursing

At a minimum, clothing worn should reflect practicum sites. Default attire should be business casual or business attire. Specific dress code policies of the practicum agencies should be adhered to.

Arts, Business & Sciences

All employees are expected to dress in business casual or business attire unless the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance.

Natural Resources

All employees are expected to dress according to the role and department they represent. For programs that offer career paths to the Ohio Department of Natural Resources, specific appearance and grooming standards apply. For example, ODNR requires employees to maintain a neat, well-groomed appearance. For males, hair above the ear or the collar of the shirt with cleanly shaven necks is the expected standard. Beard and mustache length shall not exceed ½ inch when measured from the skin. Females must wear longer hair in neat buns or pony tails.

Public Safety

Some programs require uniforms or special attire. For employees who wear civilian attire, clothing must fit properly, be clean and free of stains, and not damaged or excessively worn. The following are unacceptable modes of dress for all public safety programs:

1. Any clothing item that shows excessive wear and/or that distracts from a professional business appearance;
2. All T-shirts;
3. Swimsuit, tube, tank, or halter tops;
4. Shorts and/or warm up suits;
5. Flat sandals, including "flip flop" style beach wear, and/or any footwear which may constitute a safety hazard;

6. Spandex type pants or see-through clothing;
7. Bare midriffs;
8. Bare shoulders and visible spaghetti straps;
9. Low necklines;
10. Distasteful or potentially divisive printed slogans, buttons or pins.

No item of civilian attire may be worn that would adversely affect the reputation of the Program or the morale of students or employees.

Workforce Development

Some programs require uniforms, specialized safety gear, or special attire. All other employees are expected to dress in business casual or business attire unless the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance.

Should an employee be requested to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. Should no accrued annual leave be available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.