

FRANCIS MARION UNIVERSITY
Human Resources Office

SUBJECT: Dress and Appearance Standards Policy

1/29/96
Revised: 1/10/00
Revised: 2/1/02

DRESS AND APPEARANCE STANDARDS POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

Policy: Each employee is responsible for presenting a personal appearance, which recognizes the need for good grooming and neatness. Personal appearance should not distract others and should comply with safety standards. The diversity in the nature of the work performed and the settings in which it is performed may necessitate departmental dress and appearance standards, which vary from the general regulations stated below. Standards must be reasonable and consistently applied to men and women in similar settings performing similar work.

Regulations:

- Appropriate attire for a professional office environment is required.
- There is no established standard regarding hair length. Hair restraint or hair covering rules may be established by individual departments where safety and/or sanitation is a factor.
- Francis Marion University will provide uniforms for all employees required to wear specific attire as a condition of employment (protection, identification). The supervisor will inform the employee if the department has a policy on uniforms. Operating units will determine responsibility for cleaning and maintenance of protective clothing.
- If uniforms are provided, they are to be worn for University-related duties only.