

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES DRESS AND PERSONAL CARE	Procedure 3.3.3.2
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The College believes that the appearance and the conduct of its employees are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the College affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The President shall develop and communicate to employees guidelines for appropriate dress and appearance.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the College's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

- A. Nature of the employee's work;
- B. Whether the dress is consistent with a professional environment;
- C. Health and safety factors;
- D. The nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
- E. The employee's interaction with students;
- F. The prevailing practices of other workers in similar jobs; and
- G. Any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this procedure and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this procedure will subject the employee to disciplinary action up to, and including, dismissal.

Adopted: 03-24-2017