

Norwich University
Personal Appearance and Dress Code Policy
Reviewed and approved on April 30, 2012

PURPOSE

The purpose of this Personal Appearance and Dress Code Policy is to provide standards of dress and appearance for University staff and faculty that are reasonable, fair, consistent, and are based upon the requirements of each individual job and the nature of the University and the students and many other clients and customers it serves.

The personal dress and appearance of staff and faculty have an impact on how a university is perceived. University employees should dress appropriately to their duties, with no negative impact on the university's image – and whenever possible, with a positive impact on that image.

The University is committed to ensuring that its personal appearance and dress policy is not discriminatory and is applied equally to both genders, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons.

POLICY

The overall policy is that faculty and staff dress to look clean, neat, and professional when working with students and visitors; appropriate to the activities of the day; and comfortable and safe for the season and the weather.

The following standards are expected to be followed by all University staff and faculty:

1. Staff or faculty members who are issued uniforms are required to wear them while working unless granted a specific exception by the immediate supervisor or manager. For those required to wear the uniform of the Vermont State Militia, specific regulations for proper wearing of the uniform apply. See the [Staff and Faculty Uniform Manual](#). The Vermont State Militia uniform is not required when classes are not in session or during the summer.
2. Clothing will be clean, in repair and appropriately fitted.
3. Special requirements may be necessary for safety, health, sanitation and professional practice reasons, including the use of lab coats, protective eyewear, gloves and/or footwear, hard hats, hairnets for long hair, and other specialized clothing or equipment.
4. Footwear that is appropriate for the position held and work environment is required. Certain work environments may have specific requirements such as protective footwear. Department management is responsible for determining and enforcing such requirements.
5. Hats or caps are not permitted indoors.

6. Hair must be clean and neat, and extreme hair color is to be covered. Body art such as tattoos and body piercing (non-earring) must be covered or otherwise considered acceptable for the position held.
7. The use of perfume or cologne, jewelry, accessories, etc., is allowed with consideration for the staff or faculty member's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance staff or faculty are expected to limit their use upon request.

PROCEDURE WHEN DRESS AND/OR APPEARANCE IS NOT APPROPRIATE

Department management, including the immediate supervisor, has the authority to counsel staff and faculty about clothing or appearance. If deemed necessary the supervisor will send the staff or faculty member home to change into appropriate clothing or begin disciplinary action. Managers and supervisors are expected to be flexible in the application of these standards depending on the specific circumstances. The final decision maker on questions of appropriate attire or appearance will be the cabinet member in his or her area of responsibility.

Approved at the President's Advisory Council, April 30, 2012