

Norwich University
Personal Appearance and Dress Code Interim Policy
August 12, 2009

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.

POLICY

Although individuals generally have a right to choose styles of dress, hair, and appearance, the University has the right and obligation to set standards for its staff and faculty in the performance of their responsibilities. The personal dress and appearance of staff and faculty in their interactions with the University's many students, customers, clients, and visitors does have an impact upon the University's external and internal image. As a rule of thumb, if a staff or faculty member questions whether specific clothing or appearance is appropriate, then it probably is not. Therefore such questions should be addressed to the immediate supervisor in order to make an appropriate assessment and decision.

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

This policy will be reviewed periodically in order to take into account changes that may occur in society's attitude/acceptance of appropriate appearance and dress.

GENERAL STANDARDS

Appropriate dress and appearance standards will vary for different departments and positions within departments, based upon the mission of the department and the duties and work environment of the particular position in the department. Dress (clothing) will be neat, clean, in good repair and appropriately fitted.

Staff and faculty who frequently meet with various publics (visitors, students, applicants, student families, state, national, community and other leaders, and the like) are required to wear appropriate business attire or their issued military uniform. While defining business attire does not necessarily mean formal business wear such as suits, it excludes the use of casual clothing as described below under General Standards, #3.

Staff or faculty who work in positions or environments where contact with dirt or damage to clothing are likely may wear suitable work clothes including work uniforms, as approved by department management.

As a general rule, the following standards are expected to be followed by all University staff and faculty:

1. Staff or faculty who are issued uniforms are required to wear such clothing unless granted a specific exception by the department management. 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](#).
2. Special requirements may be necessary for safety, health, sanitation and professional practice reasons, including the use of hairnets for long hair, protective gloves and/or footwear, hard hats and other specialized clothing or equipment.
3. Casual clothing such as tank tops, halter tops, muscle shirts, T shirts (unless issued by the University as part of a uniform), jogging clothes, jerseys, sweatshirts, stretch pants, jeans, shorts, and the like are not permitted in the academic environment.
4. Coaches, assistant coaches, certified athletic trainers, and others in similar jobs in the Athletics Department are permitted to wear athletic clothing approved by the department.
5. Footwear that is appropriate for the position held and work environment is required. In general, footwear such as sport sandals, jogging, walking or other athletic type shoes are not acceptable. Specific requirements may apply to positions in certain work environments, such as those that require protective footwear. Department management is responsible for determining and enforcing such requirements.
6. Hats or caps are not permitted indoors.
7. Hair must be clean and neat, and extreme hair color is to be covered. Body art such as tattoos and body piercing must be covered or otherwise considered acceptable for the position held.
8. 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. Many individuals have allergies or sensitivities to fragrances, and staff or faculty are expected to limit their use upon request.

DRESS STANDARDS WHEN CLASSES ARE NOT IN SESSION

The University has approved the use of business casual dress instead of business attire or the military uniform when classes are not in session or students are not on campus.

Business casual dress still requires that staff and faculty maintain an appearance that is appropriate for the particular department's mission, the staff or faculty member's responsibilities and the academic environment. Shirts, sweaters, and similar items with

the University logo are permitted. Casual dress, including examples given in number 3 above under General Standards, is not permitted.

PROCEDURE WHEN DRESS AND/OR APPEARANCE IS NOT APPROPRIATE

Department management, including the immediate supervisor, have the authority to counsel staff and faculty about clothing or appearance and, if deemed necessary, send the staff or faculty member home to change into appropriate clothing. Managers and supervisors are expected to be flexible in the application of these standards depending on the specific circumstances.