Introduction

Management considers it very important that you are dressed appropriately for your job function(s) and, while we trust each employee’s common sense and good judgment, a dress code must be followed that is appropriate to the work environment. Management has adopted a casual business dress code but emphasizes some positions may call for dressier attire. Appropriate dress is important in promoting a positive University image to our customers, both internally and externally. We want to stress, a Business Casual Dress Code Policy is a benefit and must be adhered to in order to be retained. The guidelines below are general and subject to management interpretation, discretion, and enforcement; they may vary according to job description and duties being performed.

Office Environment

While Management observes a business casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, roundtables, etc, where you come in contact with other business professionals, you are expected to represent the department in a professional manner and dress appropriately for conducting such business. Know your audience, remember what you represent and dress accordingly. If you are unsure of the appropriate attire for a seminar, please call the provider.

General Guidelines for Everyone

Management wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following clothing is NOT ACCEPTABLE: spandex; bare feet; hats in the office environment; clothing with profanity, nude or semi-nude pictures; inappropriate or offensive slogans, cartoons, or drawings.

Fridays

The Friday dress code for the office may include well-kept jeans, sweatshirts and T-shirts displaying Eastern Michigan University Logos and well-kept athletic shoes.

Compliance

Supervisors and Managers are responsible for ensuring their departmental personnel are in compliance. Where an employee’s clothing is questionable, the Supervisor has first discretion and will follow the normal chain of command. Employees who dress outside the scope of the guidelines in this policy may be sent home to change. Employees sent home will not be paid for the travel time. Repeated offenses could result in disciplinary action. If you wish to report a non-compliance, please report it to your Supervisor. If you are uncertain whether an item of clothing is appropriate, it probably is not.
Guidelines for proper business attire when reporting to work or when representing the department outside of work. As a general rule “business casual” is the accepted form of attire. Clothes should be clean and in good repair. EMU wear that meets the following guidelines is acceptable.

Acceptable for men:
Dress slacks or casual pants.
Shirts with collars, turtlenecks, sweaters.

Acceptable for women:
Dresses, skirts, dress skorts, slacks, pants, blouses, turtlenecks, sweaters.

Unacceptable for both men and women:
Athletic shoes, work boots, hiking boots, hiking sandals, beach shoes, flip flops, bare feet.
Weekend clothes - shorts, leggings, stretch pants, stirrups, sweatpants/sweatshirts, T-shirts, shorts, and or similar items.

Relaxed business casual standards are reserved for Friday. On these days employees may wear casual clothes, including well-kept jeans, EMU athletic wear (sweatshirts or T-shirt) and well-kept athletic shoes.

The following items may not be worn at any time:
• Clothing which is discolored, worn-out, ripped, or frayed.
• Beach foot wear, flip-flops, or similar foot wear, Hats/caps.
• Shorts, sweatpants, leggings/spandex pants, or jogging pants.
• Crop tops, tank tops, midriffs, halter tops, muscle shirts, and spaghetti straps not covered by a jacket/sweater.

Employees who dress outside the scope of these guidelines may be sent home to change. Employees sent home will not be paid for the travel time. Repeated offenses could result in disciplinary action. If you are uncertain whether an item of clothing is appropriate, it probably is not.