

WGTC 4.11

Appearance Code

West Georgia Technical College (WGTC) employees are expected to present a professional, neat and clean appearance, including good personal hygiene, with dress appropriate for the job role. When necessary, supervisors will make the determination of appropriateness. Any employee who does not meet the standards of this dress code policy may be requested to leave the premises to change into more appropriate clothing. Repeated violators may be subject to corrective action according to the Positive Discipline Policy.

This appearance code policy is applicable during all business hours and for all College-related activities.

Guidelines and Examples:

1. Employees are expected to dress appropriately for the work situation and job being performed. For example, a welding instructor may dress differently than an admissions counselor.
2. If uniforms are worn, they should be neat, clean and properly fitted with shirts tucked into pants.
3. ID badges and/or name tags should be worn on campus and when representing the College off campus.
4. Hairstyles and facial hair should be clean, combed, and neatly trimmed. Some positions may require hair be pulled back as a safety precaution.
5. Perfume or cologne should be used sparingly.
6. Examples of appropriate, professional business attire include but are not limited to: collared shirt, khaki-style pants, suit pants, skirt, and blouse. (Acceptable attire will vary based on the job being performed and the work environment.)
7. Examples of inappropriate business attire may include but are not limited to: sheer fabrics, tight clothing, revealing neckline, ripped clothing, jeans, shorts, leggings, skorts, miniskirts, tank tops, attire revealing midriff, sweat shirts or pants, jogging suits, wind suits, spandex, athletic shoes, flip-flops, and similar items of casual attire that do not present a businesslike image.

These guidelines and examples are not intended to be all-inclusive. Determination of appropriate attire will be made at the discretion of the employee's supervisor.

On Fridays, employees may dress more casually by wearing presentable, clean and unmarred jeans with a business casual WGTC shirt (golf or button down).

The president or his/her designee may allow more casual dress for certain campus events or activities (i.e. in-service dates, fundraising activities, employee appreciation events, etc.). Each such allowance will be explicitly communicated for the day/event approved.

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