

## **WGTC 4.11**

### **Appearance Code**

West Georgia Technical College (WGTC) employees are expected to present a professional, neat, and clean appearance. 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. Supervisors will maintain and apply clear and consistent expectations of employee dress, with support and final discretion from the Vice President.
3. Daily cleanliness and hygiene are expected.
  - a. Perfume or cologne should be used sparingly.
  - b. Hairstyles and facial hair should be clean, combed, and neatly trimmed. Some positions may have additional hair requirements for safety precautions.
4. Acceptable attire will vary based on the job being performed and the work environment. However, employees should demonstrate their best representation of a higher education professional.
  - a. Examples of appropriate, professional business attire include but are not limited to: collared shirt, khaki-style pants, trousers, dress slacks, skirts, blouses, business casual crew-neck or V-neck shirts, dresses, etc.
  - b. Examples of inappropriate business attire may include but are not limited to: revealing items, ripped clothing, jeans, shorts, athletic apparel, loungewear, athletic shoes, beach flip-flops, clothing with offensive language or inappropriate designs and similar items that do not present a professional businesslike image.
  - c. If uniforms are worn, they should be neat, clean, wrinkle-free, and properly fitted with shirts tucked into pants.

- d. Tattoos that could be found offensive to others should be covered when possible.
- 5. At the discretion of the President, on certain occasions, WGTC may allow employees to dress in a more casual fashion than is normally required. Employees are still expected to present a neat, clean, and well-groomed appearance.
- 6. Reasonable accommodations will be made for employees with medical conditions or religious beliefs consistent with business necessity to present a neat, clean, and professional image.
- 7. ID badges and/or name tags should be worn at all times on campus and also when representing the College off campus.

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