

PROCEDURE:

4.3.2p4. Employee Dress Code

Revised: September 16, 2010 (# changed from II.C.13 to II.C.14); September 21, 2011; September 19, 2012; September 18, 2013; September 17, 2014; October 19, 2016

Last Reviewed: September 16, 2010 (# changed from II.C.13 to II.C.14); September 21, 2011; September 19, 2012; September 18, 2013; September 17, 2014; September 16, 2015; October 19, 2016; September 20, 2017; September 19, 2018; September 18, 2019; September 16, 2020; September 15, 2021; October 19, 2022; September 20, 2023

Adopted: October 21, 2009

I. **PURPOSE**

This procedure guides the processes for ensuring that employees at Ogeechee Technical College dress appropriately for the positions that they hold.

II. **RELATED AUTHORITY**

TCSG Procedure 4.3.2p4. Standards of Business Conduct

III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College employees.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Employee Handbook

VI. **PROCEDURE**

The Vice President is responsible for monitoring and enforcing this procedure. The procedure will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective Vice President will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious procedure violation occurs, the Vice President will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated procedure violations will result in disciplinary action.

VII. **RECORD RETENTION**

N/A