

AREA: General

NUMBER: A-001-01-0001

SUBJECT: Dress Code

UPDATED: 12/08/2022

I. PURPOSE

Rocky Mountain College's dress practice is considered primarily business attire. However, the policy offers employees the opportunity to dress in business casual attire during appropriately designated times (such as: summer session, semester breaks and casual Friday) as determined by each employees' supervisor.

II. POLICY

Rocky Mountain College prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the College. This image is affected by the manner of dress we use within our offices, in the offices of our constituents, and in public when we are representing the College.

However, during the less busy business times, it is important that we continue to present a professional image to all of the College's constituents and it is therefore important that employees use their best judgment in dressing appropriately. Employees who prefer to dress more formally should feel free to do so.

Casual wear encompasses many looks, but it really means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work, yet always look neat and professional. Employees should consider each day's activities when determining what to wear.

Listed below is an overview of acceptable casual wear, as well as a list of some of the more common items that would be considered inappropriate for our College environment. Although this list is not intended to be all-inclusive, it should help to set general parameters for proper attire and provide you with information to assist you in making intelligent judgments about items that are not specifically addressed. Generally, if you are unsure if an item of clothing is unacceptable, it is best to either choose a different item of clothing or inquire with your supervisor first.

Examples of acceptable attire include, but are not limited to:

- Pants consisting of khaki-type pants, slacks, and jeans that are clean as well as hole and wrinkle-free;
- Shirts/tops consisting of casual shirts, polo shirts, blouses or sweaters; • - Casual dresses or skirts with modest hemlines; and
- Footwear consisting of loafers, boots, flats, heels or sandals.

Examples of unacceptable attire include, but are not limited to:

- Jeans that are excessively worn, faded or have holes;
- Sweat pants, shorts, spandex or other form-fitting pants (unless the top covers below the buttocks);
- Shirts/tops consisting of t-shirts, sweatshirts, tank tops, halter tops, tops with bare shoulders (unless worn under a sweater, blouse or jacket) or tops that are distracting or revealing;
- Dresses or skirts that are too short or have spaghetti straps (unless worn under a sweater, blouse or jacket); and

If you have any questions about the above information, please discuss it with your

supervisor. III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair, Board of Trustees