



## **Dress Code**

**Last Updated:** August 2, 2017

**Last Reviewed:** September 4, 2020

**Department/Division:** Human Resources

### **Purpose**

Employees contribute to the Mid culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with students, fellow staff, community members, and other customers. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

### **Policy**

Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include tight or short pants, sports tank tops, halter tops, low-cut tops or clothing that is imprinted with illustrations or messages that may be insulting or demeaning to coworkers and/or the public. Leggings may be worn under dresses or long shirts that come down to mid-thigh.

Although it is impossible and undesirable to establish an absolute dress and appearance code, different departments may have different expectations depending on the work performed and the interaction with the general public.

Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his/her direct supervisor.

If a supervisor deems that an employee's dress or appearance is not appropriate, they may require the employee to leave the work area and make the necessary changes to comply with the dress code expectations.

### **Procedure**

- If an employee is unsure of what is considered appropriate attire, please consult with your supervisor.
- Department supervisors will announce any day's jeans will be allowed. Jeans must be without holes, frays, etc.