Applies to: All Employees in the Operations & Facilities Management Department

GUIDELINES:
Issued: 1/16/14
Revised: 3/19/18

PURPOSE:
The purpose of these guidelines are to allow Washington University School of Medicine Operations & Facilities Management Department employees to wear comfortable attire while being mindful of professional image. This guideline establishes principles for dress, appearance and safety for all Operations & Facilities Management Department personnel. The department staff should present a visual identity that represents our professionalism and contribution to the School of Medicine.

DEFINITIONS:
- Professional Business Attire – Professional dress means professional pants, dress skirts, dress shirts, business blouses or dresses and ties as appropriate.
- Business Casual Attire - Business casual means dressing a step down from the professional business attire. Business casual style may include a polo shirt with Dockers-style pants.
- Shoes and Footwear – Footwear should be appropriate for the work performed and for all staff who work in the field, on projects or in shops. Closed-toed shoes are required in shop areas for uniformed employees.
- Headwear – Any cap or hat that covers the head.

PROCESS:
- Identification badges are to be prominently displayed on the front of the staff member so the photo is clearly visible to others.
- Clothing must be clean, fit properly and be in good repair.
- All clothing must be free of offensive slogans and profanity.
- All caps should have a WUSM or University logo. Hats and caps are not to be worn in meetings other than religious headwear.
- Employees should have good personal grooming and hygiene. Hair, including facial hair, should be clean and well groomed. Hair may not be dyed any unnatural hair color, such as green, purple or blue.
- Employees should be aware of safety and must use specialized personal protective clothing or equipment where applicable for protection against hazards. For questions or concerns, contact department supervisor.
- For additional information concerning the Washington University School of Medicine dress code policy, please reference: https://supervisors.wusm.wustl.edu/RightsAndResponsibilities/Pages/618-DressCode.aspx.

Uniformed Employees
- OFMD employees are required to wear appropriate department uniforms as necessitated by job assignment.
- Shirts are to be buttoned and tucked into uniform pants. Custodial smocks may be worn untucked.
• A belt or suspenders are to be worn with pants.
• No open-toed shoes are permitted, ensuring personal safety.
• Hats with a WUSM or University logo may be worn during the work day but are required to be worn in the traditional manner (with hat bill facing front).

Non-Uniformed Employees

• Employees are expected to portray a professional appearance/image.
• Professional Business Attire or Business Casual Attire must be worn during business hours.

Examples of Unacceptable Attire (this list is not intended to be all-inclusive)

• Suggestive attire – e.g. see-through garments which reveal undergarments, halter tops, bare midriff/bare back tops, men’s sleeveless garments, tank tops/muscle shirts, low-cut garments which reveal cleavage and low cut pants, or other revealing clothing
• Attire with graphics, displaying alcohol, profanity, illegal substances, cigarettes/tobacco or sexually explicit images
• No unauthorized pins, buttons, logos, flags, slogans, emblems, patches, necklaces, chains or armbands
• Earrings, facial piercings, visible gauges or excessive jewelry, chains, rings, bracelets, etc., which may pose a hazard or restrict the employee in the performance of his/her duties or reflect negatively upon the department (the supervisor will make the final determination on whether the jewelry is excessive)
• Sweatshirts, sweatpants and shorts (capri’s and leggings are allowed if worn appropriately with a professional shirt)
• House slippers, beach sandals and casual flip-flops
• Jeans are not allowed for office or business positions. Jeans are allowed for facilities maintenance or authorized uniformed employees who are authorized to wear fire and electric rated jeans.

Enforcement

• Supervisors are responsible for the enforcement of these guidelines.
• Violations of the guidelines may be cause for disciplinary action, up to and including termination of employment.