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

GUIDELINES:
Issued: 1/16/14
Revised: 9/13/19

PURPOSE:
The purpose of these guidelines is 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.
• 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 un-tucked.
• 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
• Excessive 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 their 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 pants 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.