

**Policy Title:** Dress for Your Day

**Policy Summary:** Policy on Staff Dress Attire Standards

**Policy Category:** Human Resources

**Policy Owner:** Human Resources

### Policy Summary

This policy establishes flexible and reasonable dress standards for Drake University staff by utilizing a “Dress for Your Day” philosophy.

### Purpose

The purpose of this policy is to support a work environment that is comfortable and inclusive for all Drake University staff. The policy articulates Drake University’s “Dress for Your Day” philosophy and provides a flexible and reasonable dress standard for staff.

### Scope

This policy applies to staff working on campus, remotely, and while traveling on behalf of Drake University. Departments and units are empowered to opt out of this policy by adopting their own guidelines with review and approval by Human Resources.

### Definitions

**Attire:** Any wearable garment that is visible to others.

**Business Casual:** Generally, business casual attire includes slacks or khakis; dresses or skirts; dress shirts or blouses; open-collar, knit, or polo shirts; blazers or sweaters; and loafers or dress shoes that cover all or most of the foot.

**Business Professional:** Generally, business professional attire is the most conservative type of business wear. This often means a business suit, pant suit, dress slacks and blazer, or dress and jacket, and formal dress shoes.

**Drake Spirit Days:** Fridays serve as recurring days where staff are encouraged to show Drake spirit. Staff are invited to wear Drake gear. The President or a department manager may declare additional Drake Spirit Days in honor of special events or accomplishments.

**Good Judgment:** In this policy, Good Judgment means the clothing is suitable for the work being performed and represents both the individual and Drake University in a positive light. Good Judgment should also leave the staff member feeling empowered and encouraged to express their personality, culture, religion, heritage, and Drake pride.

## Policy

### *Dress for Your Day*

Drake University's "Dress for Your Day" philosophy encourages individuality and personal discretion by allowing staff to tailor their clothing choices to the day-to-day demands of their role and the work that they perform. Staff should consider their day's schedule, tasks being performed, the people with whom they'll be interacting, and manager's expectations when determining what to wear for the day. Good Judgement should always be applied and used by staff when making decisions on workday attire.

Dress for Your Day embodies the basic sentiment that the University trusts staff to know how to exercise Good Judgment in choosing clothing for the workday. This philosophy is intended to reinforce our trust in staff consistent with the University's [Core Values](#).

Suitable work attire can range and generally includes Drake Spirit Days, business casual, business professional, and jeans days.

### *General Expectations*

To provide staff guidance, some minimum and common-sense standards are outlined below.

- Fridays continue to be Drake Spirit Days on campus when staff are encouraged to wear their favorite Drake branded gear.
- Suits and other dress-professional attire may be necessary for meetings with new or prospective clients, colleagues, or networking opportunities.
- Attire should be clean and appropriate to the workday.
- Staff are expected to practice good personal hygiene.
- Attire should not be offensive or disruptive to others.

### *Inappropriate Work Attire*

It would be impossible to provide an exhaustive list of what is or is not acceptable when it comes to work attire. That said, below are some examples of inappropriate or unprofessional work attire. This list is not intended to be exhaustive.

- Garments that are dirty, ripped, or faded
- Garments displaying any words or logos other than Drake's name or logos
- Sleepwear, including slippers
- Beachwear, including flip flops

A couple of anomalies may include:

- Shorts, which are generally not appropriate for normal workdays, but may be reasonable for certain tasks, such as outdoor student activities and events, or during summer months when working in non-air-conditioned buildings.

- Exercise gear is generally not appropriate, but may be worn when participating in wellness, recreational, or student-based activities. Applying the Dress for Your Day standard, exercise gear would be reasonable attire for Recreational Services and the Athletics Department.
- Heavily scented lotions, perfumes, and colognes should generally be avoided, as some people have scent allergies and sensitivities. Where specific disability accommodations have been put into place, use of such products may be formally restricted

### *Additional Department or Management Expectations*

The Dress for Your Day philosophy sets forth the University's baseline expectations for attire during the workday. Managers are expected to monitor and provide guidance on proper attire. Managers or departmental units may have unique attire expectations or requirements that prompt adoption of additional staff dress guidelines specific to that unit. This is permissible with review and approval from Human Resources. Managers are expected to communicate and enforce any specific attire requirements that go beyond those summarized in this policy to their staff.

Any staff member who is uncertain what attire is suitable for their role, can discuss this topic with their manager or consult with Human Resources.

Managers who are onboarding new staff should include expectations for dress as one of their onboarding topics.

### *Safety*

Although Drake University values individual expression and personal choice, safety is always a priority. Clothing should always be suitable and safe for the work being performed. Staff may not opt out of using/wearing personal protective equipment (PPE) whenever it is required.

### *Compliance*

As with any policy, staff and manager compliance is an expectation. It should be everyone's goal to avoid ever having to issue discipline based on attire. Managers who have concerns about a staff member's choice in attire should clarify expectations through coaching and conversation.

Departments and units may opt out of this policy by adopting their own guidelines with review and approval by Human Resources.

### *Questions*

Staff who have questions about departmental or unit expectations about attire, this policy, or how either may be enforced in their area are encouraged to talk to their managers or contact Human Resources.

**Last Review Date:** N/A

**Effective Date:** January 2022