TEXAS A&M UNIVERSITY

BAYLOR COLLEGE OF DENTISTRY

DRESS CODE WORK ATTIRE AND APPEARANCE POLICY

It is important for all employees to present a professional image while at work by being appropriately attired. Texas A&M University Baylor College of Dentistry employees are expected to maintain a neat and professional appearance at all times. This policy applies to all employees, as well as to adjunct faculty, student employees, contractors, and volunteers working at Baylor College of Dentistry. Individuals are, therefore, expected to dress in a manner in keeping with their job functions and working environment.

Clothing must be consistent with the standards of a business/health medical environment and must be appropriate to the type of work being performed. Department Supervisors are responsible for their employees’ compliance of the professionally appropriate dress code within their department.

The policy shall also apply to employees who are attending off-site work related educational events including seminars and workshops. Certain off-site occasions may require employees to adhere to a “dress standard” appropriate for a type of theme or event.

Supervisors should communicate the workplace attire and grooming guidelines to all employees during the orientation and evaluation period. Health Science Center employees housed on the TAMBCD campus should comply with the standard of dress for the department in which they are employed. If separate from a department, they should consult the dress code policy for guidance. Personnel working in a research laboratory must adhere to the dress requirement of Environmental Health and Safety Department and the Office of Biosafety. Employees who deal directly with patients are expected to wear the uniform specified by the dress code in the clinic manual.

Texas A&M University Baylor College of Dentistry is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. If clothing fails to meet these standards, as determined by this policy, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

No changes will be made to this policy or any deviations authorized without the express written approval of the Dean & Human Resources Administrator.

Identification Badge

- The official identification badge is to be worn where it is visible at all times while on duty or when on the College’s premises.
WORKPLACE ATTIRE AND APPEARANCE POLICY

I have read and been informed about the content, requirements, and expectations of the dress code policy for employees at Baylor College of Dentistry. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Baylor College of Dentistry. I understand that if I have questions, at any time, regarding the dress code policy, I will consult with my immediate supervisor or my Human Resources staff members.

Please read the dress code policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _______________________________________

Employee Printed Name: ____________________________________

Date: _________________________
DRESS CODE WORK ATTIRE AND APPEARANCE GUIDELINES

APPROPRIATE ATTIRE

While employees are expected to use good judgment and common sense when selecting clothing appropriate for business and business casual attire, the following are general guidelines of items that are acceptable.

Business and Business-Casual Attire

- Suits
- Dress pants
- Casual dress pants (i.e., Dockers, chinos, khakis, etc.)
- Casual shirts: This will include casual shirts and blouses, golf and polo shirts.
- Skirts
- Casual dresses
- Dress shirts/blouses, turtlenecks and collared sports shirts
- Sweaters/vests
- Sport coats/blazers
- TAMBCD collared shirts, sweaters and khaki pants
- Clothing should be clean, neat and in good condition.
- Shoes should be clean and in good repair.
- Open-toed shoes may be worn as long as they look professional. No non-dress open toe casual sandals (i.e. flip flop sandals)
- Hosiery and socks: Hosiery or socks may or may not be worn as long as a professional appearance is maintained when doing so.

Scrubs

The wearing of clean scrubs is encouraged in those areas where business or business-casual attire are not required.

INAPPROPRIATE ATTIRE

- Tank tops, spaghetti strap tops, midriff tops, tee-shirts, halter-tops, tops with bare shoulders, undershirts and wrinkled shirts.
- Jeans, shorts, cargo-style capris or cropped pants
- Caps, head coverings. Head coverings may only be worn when associated with professional or religious affiliation or as they relate to state/or federal legislation. Baseball caps are not acceptable unless part of established departmental uniform such as Facilities Services.

No dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is considered acceptable work attire, please ask your supervisor and Human Resources Director.