

# PROCEDURE:

## 4.3.2p4. Employee Dress Code

*Revised: September 16, 2010 (# changed from II.C.13 to II.C.14); September 21, 2011; September 19, 2012; September 18, 2013; September 17, 2014; October 19, 2016*

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*Adopted: October 21, 2009*

### I. **PURPOSE**

This procedure guides the processes for ensuring that employees at Ogeechee Technical College dress appropriately for the positions that they hold.

### II. **RELATED AUTHORITY**

TCSG Procedure 4.3.2p4. Standards of Business Conduct

### III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College employees.

### IV. **DEFINITIONS**

None.

### V. **ATTACHMENTS**

Employee Handbook

### VI. **PROCEDURE**

The Vice President is responsible for monitoring and enforcing this procedure. The procedure will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective Vice President will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious procedure violation occurs, the Vice President will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated procedure violations will result in disciplinary action.

### VII. **RECORD RETENTION**

N/A