

# ADMINISTRATIVE PROCEDURES

## DRESS CODE

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The following information is intended to serve as a common sense guide to appropriate attire for all Office of University Audits employees during the core business hours of 8:00 a.m. – 5:00 p.m. Staff will be expected to dress in a manner appropriate to their business activities and schedule on each particular day.

When working at an auditee site or meeting with an auditee, auditors should be dressed in either business or business casual attire that conforms to the auditee's dress code. Meetings with Directors and above and opening and exit conferences normally require regular business attire (i.e., suits or sport coats with dress slacks and dress shirts with ties are appropriate for men. Suits, dresses, or skirts or slacks with coordinating jackets are acceptable for women.). Check with audit management if you have a question.

Business casual attire is acceptable at all training sessions sponsored internally or externally unless notified otherwise.

Casual dress is acceptable if a staff member does not have any meetings with external clients. Discretion and good judgment should guide staff not to wear anything that is offensive, distracting, or overly casual (e.g. clothing more appropriate to yard work, exercise class, picnic, playing sports, or night-clubs). Again, check with audit management if you have a question.

Regardless of dress style, all clothing should be neat, clean, pressed, and without holes or ragged edges.

### ***Examples of Acceptable and Unacceptable Casual Dress***

Listed below is a general overview of acceptable comfortable casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is if you are not sure if something is acceptable, choose something else or inquire first.

<b>Item</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Pants	Clean, wrinkle-free cotton pants (khakis, cargo pants), capri or gaucho pants (below the knee level), or jeans.	Sweatpants, wind suits, shorts, bib overalls, leggings, spandex.
Shirts	Casual shirts, golf shirts, sweaters, turtlenecks.	Tank tops; shirts or other clothing items (e.g. caps) with profanity or offensive slogans; halter tops; t-shirts (unless worn under another shirt, blouse, dress, etc.).
Dresses & Skirts	Casual dresses, skirts, and split skirts at or below knee level.	Mini/micro-skirts; spaghetti-strap dresses.
Footwear	Loafers; clean athletic shoes; boots, flats; dress sandals or open-toed shoes; clogs; leather deck shoes (hosiery/socks are optional if appropriate with the remainder of the outfit).	Flip-flops; slippers.

If an item of clothing is deemed to be inappropriate by the employee's supervisor, the employee will be sent home to select more appropriate clothing before returning to the office, and the employee will be expected to charge vacation time for the time away from the office. Repeat offenses will be addressed on a case-by-case basis.

### ***Exceptions***

As with any policy, there are exceptions. Alternative attire will be appropriate for certain audit activities (i.e., farm audits, taking physical inventories). Audit management will determine whether any special events or tasks require alternative attire.

This dress code is a general overview of acceptable work attire and is not all-inclusive. No dress code can cover all contingencies so staff members must exercise good judgment in their choice of clothing. If there are any questions about acceptable attire for work, ask audit management.