

In an effort to promote consistency throughout the Culverhouse College of Business and to ensure the College staff maintains a professional looking work environment, the following dress policy will be effective October 1, 2017.

All employees are required, at a minimum, to wear appropriate business casual attire that is suitable for customer interaction. Conservative, properly fitted apparel and a clean, neat appearance are required at all times. Necklines, hems and fit of clothing must be discreet.

Office Attire:

The following policies apply to office attire:

- Proper office attire includes, but is not limited to, appropriate dresses, dress pants, skirts, capri pants (above the ankle, below the knee), blouses, jackets, dress shirts, knit shirts, golf shirts, or sweaters. Also, business suiting denim trousers, dress skirts, and dresses are acceptable. Skirts and dresses should be no shorter than three inches above the knee.
- Women wearing knit pants, leggings or jeggings should be worn with an appropriate length top/blouse (covers front and back completely).
- Extremes of any sort and "after five" clothing should be avoided. Casual and tee shirts with wording, sweat suits, sweat shirts, wind suits, leggings or jeggings (colored or denim) without appropriate coverage (must cover front and back), foam clogs (original style Crocs), or beach-style flip-flops are not acceptable as proper office attire.
- Colored denim pants/skirts should be appropriate fitting and without holes or frayed edges.
- Perfumes or fragrances if worn, should take into consideration the sensitivities and allergies of others.

Casual Friday/Game Day Friday:

- On Friday, casual and team spirit attire may be worn and could include, jeans (no holes or ragged hems), properly fitting tee shirts and sweat shirts that are not faded (no Comfort Color style or oversized) with appropriate writing, **as long as a neat and appropriate office appearance is maintained**

Prohibited Attire:

The following are never appropriate:

- Exposed midriffs or visible body piercing
- Excessively exposed chest, shoulders or back without appropriate coverage
- Shorts
- Medical Office scrub attire
- Jeans or denim colored leggings/jeggings cannot be worn except on Fridays *

If an employee is requested by management to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.

These are the minimum requirements within the College. Any department head or director may choose to add other requirements. For questions please contact the Culverhouse College of Business, Business Office at 348-2934.

* excludes technology group due to the nature of their jobs