

## **PERSONAL APPEARANCE**

It is the policy of Sauk Valley Community College that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The impressions conveyed in your dress and grooming are a direct reflection of your professionalism. Consequently, the College takes your appearance quite seriously. This does not mean that employees are expected to spend large sums on purchasing clothes; rather it means the College expects employees to wear appropriate clothing. Radical departures from conventional dress or personal grooming and hygiene are not permitted.

The attire for Sauk Valley Community College is "Professional Attire" from Monday thru Thursday unless otherwise specified. Friday is "Professional Casual Attire".

The following are examples of inappropriate attire on all days i.e. sweat pants, tank tops, shorts, see-through clothing, spaghetti straps, clothing with holes, low rise pants, mid-riff shirts, offensive T-shirts, tight spandex clothing, plastic sandals, flip-flop sandals with toe strap, bare feet, facial jewelry, and exposed tattoos that are offensive.

The following are examples of appropriate attire for "Casual Friday", i.e. Sauk logo shirts, polo shirts, khaki pants, blue jeans, tennis shoes, etc.

Please contact your supervisor with any questions.

The impression you make is important to the success of the College.