

## 618 - Employee Dress Code

### Purpose:

To establish basic guidelines for appropriate work attire, which will promote a positive image of Bismarck State College but also allow for flexibility to maintain positive morale, respect individual religious, cultural, and ethnic attire and give due consideration to safety and sound business practice.

### Scope:

1. This dress code applies to all employees.
2. Some departments are uniformed and therefore the dress code does not apply when these employees are in uniform.
3. Supervisors may implement additional provisions to the dress code as appropriate for their department and for the work being performed including the wearing of hats/headgear.
4. The dress code for student employees is business casual or relaxed casual depending on each department's business needs.

### Procedure:

1. Basic guidelines are provided for BSC employees.
  - a. Business Professional, Smart Casual or BSC Casual attire is appropriate as defined below.
  - b. Clothing should be clean, properly fitting, in good repair and neat in appearance.
  - c. Employees are expected to wear their name badges to identify themselves as employees at events, meetings, and other times as appropriate. Everyday wear of name badges is encouraged.
2. It is expected that all employees will adhere to the guidelines outlined and will address any concerns or questions with their immediate supervisor.
3. All employees will maintain an acceptable level of bodily hygiene to ensure that interactions with others remain positive and pleasant. This includes conservative use of perfumes, colognes, and other fragrances.



4. Any employee that requires a reasonable accommodation based on religion, pregnancy, disability, or other grounds protected by federal, state, or local laws should reach out to Human Resources.
5. The college president may waive the dress code on special occasions as appropriate.

## Definitions:

### 1. Business Professional

*Business Professional is appropriate for special events, outside meetings or when directed. Business Professional attire communicates seriousness and professionalism.*

Examples include business suits, professional dresses, sports jackets with ties, dress pants, skirts, button-down or other appropriate business shirts and blouses, and dress shoes.

### 2. Smart Casual

*Smart Casual attire is appropriate most days at BSC. Smart Casual means casual clothing that is appropriate for a professional office environment. Smart Casual wear does not equate to sloppiness. It is clothing that allows you to be comfortable at work, yet neat and professional.*

Examples include dresses, skirts, khakis or similar type pants, appropriate denim, calf-length capris, shirts/blouses or polo shirts, sweaters, vests, jackets without ties and work-appropriate footwear including sandals and sneaker-type shoes. BSC logo collared shirts are also acceptable.

### 3. BSC Casual

*BSC Casual attire is appropriate on most days at BSC. BSC Casual means clothing that is neat, comfortable and provides an opportunity to showcase the campus community's BSC/Mystic pride.*

Examples include t-shirts, sweatshirts, or other attire with the BSC logo. Jeans and athletic shoes are appropriate for BSC Casual.

### 4. Overall unacceptable attire

- Jeans that are excessively worn, faded or have holes.
- Sweatpants, shorts, yoga wear or low-hanging pants where undergarments are exposed. Leggings are only permitted if the shirt or dress covers below the buttocks.



- Strapless or tops with thin straps (unless worn under a sweater, blouse or jacket) or midriff-baring tops, low cut and/or revealing tops, or t-shirts/sweatshirts with logos or pictures (other than the BSC logo).
- Dresses or skirts that are more than 4" above the knee; and
- Bedroom slippers or flip-flops that are the type you would wear to the beach.
- Generally, if you are unsure if an item of clothing is unacceptable, it is best to either choose a different item of clothing or inquire with your supervisor first.

### **Supervisor Responsibility:**

It is the responsibility of supervisors to ensure that the dress code guidelines are followed within their areas. Assistance from the Human Resources office is available if needed.

### **References:**

### **History of This Guideline:**

First guideline: Approved by the Staff Senate on August 15, 2017, reviewed by the Operations Council on August 9, 2017 and approved by the Executive Council on August 14, 2017; November 27, 2017.

Approved by the President on August 16<sup>th</sup>, 2023.