



DRESS CODE POLICY

PURPOSE

To maintain a safe, clean, functional and professional work environment, Learning by Leading at UCF requires that employees wear clean and appropriate clothing for the job. Our dress code policy provides guidelines and restrictions on acceptable attire in the workplace.

1. SCOPE

This policy applies to all student employees and interns who work from our offices or in public and who may encounter customers, colleagues, visitors, or members of the public in the course of their duties. This includes on-site and off-site activities and activities outside normal working hours.

2. GENERAL GUIDELINES

- All employees should dress in a manner that is appropriate and consistent with their job duties.
- Clothing should be clean, neat, and well-maintained.
- Clothing should fit properly without being too tight or revealing.
- Offensive language or images on clothing are not permitted.

3. PUBLIC-FACING ATTIRE

An employee that is working in a space where they will be seen, or potentially seen, by anyone not in the Learning by Leading Program is required to wear their Learning by Leading uniform t-shirt and bottoms that come down to at least mid-thigh. The following are examples of when this uniform must be worn:

- Learning by Leading Tabling
- Working an event
- Working outside in the Arboretum
- Driving around in the cart
- Leading volunteer shifts

Individual Learning by Leading units may have additional requirements to their public facing uniforms.

4. IN-OFFICE ATTIRE

If an employee will only be working in-office and will not be representing the program that day, the employee may wear a shirt of their choosing as long as it remains appropriate for the job duty and workplace. Bottoms are still required to come down to at least mid-thigh. Individual Learning by Leading units may have additional requirements for in-office attire.

5. INNAPPROPRIATE ATTIRE

The following items are considered inappropriate for the workplace and should not be worn:

- Clothing with offensive or improper graphics or slogans
- Torn, frayed, or excessively worn clothing
- Athletic wear, such as gym clothes, sweatpants, yoga pants, or leggings
- Low-cut or revealing shirts, tank/halter tops
- Casual footwear such as flip-flops, slippers, or overly casual sandals
- Pajamas

6. EXCEPTIONS

Exceptions to this policy may be made for religious, cultural, or medical reasons. Employees who require accommodation should discuss their needs with their supervisor.

7. ENFORCEMENT

Unprofessional appearance and/or poor hygiene will be addressed with the employee by the immediate supervisor on an individual basis. Questions regarding the appropriateness of clothing or appearance should be directed to the supervisor. If a supervisor determines that an employee's dress or appearance is not appropriate as outlined above or per the specified unit policy, they may take corrective action and **require the employee to leave the work area** to make necessary changes towards compliance.

Repeated violations of this policy will follow progressive discipline steps ending with a termination of job duties.