

<p>CHAPTER 2</p> <p>College Personnel- Personnel General</p>	<p>SECTION NO.</p> <p>2.13</p>
<p>REFERENCE</p> <p>2.13.05 Conduct and Appearance</p>	<p>Adopted: October 12, 2010</p> <p>Reviewed September 4, 2010; December 13, 2022</p> <p>Revised: December 13, 2022</p>

The reputation of Kishwaukee College in the district is reflected by one's attitude toward students, staff, and visitors with whom one comes in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which Kishwaukee College is operated. Regardless of the position, it is important to remember that good manners, appropriate dress, and a willing, cooperative attitude are an important part of the job.

Kishwaukee College recognizes the importance of having an environment where employees dress appropriately while conducting business in their departments during working hours and when representing the College. Appropriate dress and personal hygiene are important in projecting a positive image for our constituents both internally and externally.

These guidelines are an effort to establish broad parameters for appropriate professional attire, with an understanding that most departments and offices have at least some business in terms of operating needs. All employees are required to present a professional image to students, other employees, and the general public by dressing for the workday. Employees are expected to wear clean and neat attire, free of holes, patches and of proper size, fit and length, and appropriate to the type of job they perform. Employees should display their employee badge and/or nametag while working.

Employees are expected to consider each day's activities when determining what to wear. When in meetings with visitors to the campus, employees should adhere to a business casual or better standard. Business casual attire includes apparel such as polo and button-down shirts, sweaters, pants, and business casual KC logo wear.

It is the responsibility of the Dean or supervisor of each department to ensure that employees are dressed appropriately. If a supervisor believes an employee is dressed inappropriately, the supervisor will meet with the employee and discuss his/her concerns. If there are continued concerns the supervisor may involve Human Resources as needed. Any requests related to attire outside of an established rule or practice, such as for religious purposes, must be made to the employee's supervisor and/or Human Resources.

These guidelines are not intended to preclude any College and/or department policies requiring employees to wear a uniform, protective wear or other items needed to comply with internal procedures or safety and any external regulatory requirements.