

PHYSICAL FACILITIES DRESS CODE

The dress and grooming of both men and women should always be modest, neat, and clean, consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education. Although this dress standard is less formal than traditional business attire, employees' clothing must be in good taste and positively reflect the university's image. Below are some guidelines to help describe what is considered appropriate attire. Always maintain a clean, groomed, professional look.

BYU-branded attire & colors are encouraged for all Physical Facilities employees.

MEN

Grooming

- ✓ Hair above the collar, leaving the ear uncovered
- ✓ Sideburns not below the earlobe or onto cheek
- ✓ Clean shaven or neatly-trimmed mustache not below corners of the mouth

Office Attire

- ✓ Clean, neatly-pressed, buttoned shirt with collar (incl. dress or golf shirts)
- ✓ Clean, neatly-pressed dress pants or slacks (incl. Dockers, khakis, or chinos). Jeans are generally not acceptable for personnel with offices in administrative areas.
- ✓ Neat, clean & professional-looking loafers or dress shoes

Shop/Area Attire

Office attire or the following are approved:

- ✓ Clean T-shirt, work shirt, or sweatshirt without holes or offensive graphics
- ✓ Pants, slacks, overalls, or jeans without holes. No shorts.
- ✓ Close-toed, clean work boots/shoes or athletic shoes without holes

WOMEN

Grooming

- ✓ Single ear piercing
- ✓ Clean hairstyle with a natural color

Office Attire

- ✓ Clean, neatly-pressed tailored shirts or short-sleeved blouses with or without collars
- ✓ Tailored sweaters & sweater sets
- ✓ Clean, neatly-pressed dress pants or slacks (incl. khakis or chinos). Tailored, work professional mid calf-length culottes & capris. Jeans are generally not acceptable for personnel with offices in administrative areas.
- ✓ Clean, neatly-pressed dresses & knee-length skirts
- ✓ Neat, clean & professional-looking sandals, dress shoes, or sneakers

Shop/Area Attire

Office attire or the following are approved:

- ✓ Clean T-shirt, work shirt, or sweatshirt without holes or offensive graphics
- ✓ Pants, slacks, overalls, or jeans without holes. No shorts, culottes, or capris.
- ✓ Close-toed, clean work boots/shoes or athletic shoes without holes

Inappropriate Attire for All Areas

- ✗ Flip flops or non-dress sandals
- ✗ Extreme hairstyles or unnatural hair colors
- ✗ Beards and ear or body piercings for men
- ✗ More than one piercing per ear or other body piercings for women
- ✗ Sleeveless, strapless, or revealing shirts or T-shirts
- ✗ Leggings and/or above-the-knee shorts
- ✗ Wrinkly, worn, or tattered pants. No holes.
- ✗ Above-the-knee skirts and/or slits (sit to test knee length)

Supervisors are responsible for ensuring their employees are appropriately dressed for their work environment and position duties. This may best be done if the supervisor does so as if seeing through the eyes of a visiting Dean or Vice President. Traditional business attire may be more appropriate for certain meetings or conferences, whether on or off campus. Always be sensitive to the requested dress standards and dress accordingly.