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| <b>FLORIDA</b>     | <b>OFFICIAL</b>   |
| <b>POLYTECHNIC</b> | <b>UNIVERSITY</b> |
| <b>UNIVERSITY</b>  | <b>POLICY</b>     |

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| <b>Subject/Title:</b> Dress Code   |
| <b>FPU Policy Number:</b> FPU-6.0006P  |
| <input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy |
| <b>Date First Adopted:</b> November 5, 2013  |
| <b>Date Revised:</b> June 4, 2018  |
| <b>Responsible Division/Department:</b> Human Resources  |
| <b>Initiating Authority:</b> Mark Mroczkowski, VP & CFO  |

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy is to establish guidelines for appropriate work attire for employees at Florida Polytechnic University (“University”). The University Police and Public Safety officers are exempt from this policy.<sup>1</sup>

**B. POLICY STATEMENT:**

The purpose of this policy is to provide standards of dress for University employees that are reasonable, fair, consistent, and are based upon the requirements of each individual job.

The University is committed to ensuring that its dress code is not discriminatory and is applied equally to all genders, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons.

**C. DRESS GUIDELINES:**

The University standard for employee attire is clean, neat, and professional; appropriate to the activities of the day; and comfortable and safe for the season and the weather. Supervisors should be consulted regarding dress guidelines.

*Unacceptable Attire for Employees include:*

For clarity, examples of attire considered inappropriate and unacceptable includes:

- a. Items containing obscene, profane, discriminatory, or slogans, provocative or inflammatory words or pictures
- b. Items advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products

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<sup>1</sup> The University Police and Public Safety officers will comply with their departmental guidelines.

**D. PROCEDURE WHEN DRESS IS INAPPROPRIATE:**

An immediate supervisor has the authority to counsel employees about attire or appearance. When an immediate supervisor determines that their employee’s attire is inappropriate based on the above guidelines, the supervisor will require the employee to change into appropriate attire. If the employee must leave the workplace to change into appropriate attire, the time spent away from the workplace will not be counted as hours worked. An employee’s failure to adhere to this policy or her/his immediate supervisor’s direction may result in disciplinary action.

If a conflict arises between the immediate supervisor and the employee regarding attire the divisional Vice President must be consulted for resolution. The Director of Human Resources is available to discuss internal conflicts concerning dress code.

| POLICY APPROVAL  |       |
|--|-------|
| Policy No.: FPU-6.0006P  |       |
| _____  | _____ |
| Initiating Authority   | Date  |
| _____  | _____ |
| Policies & Procedures Review Committee Chair   | Date  |
| _____  | _____ |
| President/Designee   | Date  |
| Approved by FPU BOT, if required   | _____ |
|  | Date  |
| <b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE<br/>OFFICE OF THE GENERAL COUNSEL</b> |       |