

Dress for Your Day Policy

September 2020

Employees may “dress for your day.” In other words, wear attire that is appropriate for your work day.

If your work day does not include interaction with customers*, casual attire is permissible, including office-appropriate jeans and tennis shoes (no flip-flops/athletic slides). All attire should be neat, clean, and professional. Employees cannot wear anything that would make other employees, guests, or customers uncomfortable. Clothing cannot include profanity or appear distracting or revealing. Our goal is to promote an inclusive and comfortable environment for all employees.

If your work day includes interaction with customers* the quality of those interactions impacts how our customers feel about MSJ. Therefore, we expect you to dress in business casual attire or formal business attire, as appropriate.

- Business casual: Polo shirts and slacks or a blouse or sweater with a skirt or pants. Mount St. Joseph branded polo shirts are encouraged.
- Business formal: suits or a sports jacket and dress pants, dresses, skirts, or pantsuits, etc., that are appropriate for a business environment.

If your role requires a uniform, you are expected to follow the guidelines established by your department for the uniform.

Occasionally, a department chairperson may establish department specific expectations of dress for special events or occasions.

** Customers could include the general public, outside business representatives, Board members, government employees outside the institution, students touring MSJ with their parents, etc. This is not an all-inclusive list.*