

BRYN ATHYN COLLEGE



FOUNDED IN 1877

Approved date	April 25, 2023 (modified 5/2/2023)
Responsible Party	Office of Human Resources
Employees Affected	All Employees (excluding faculty and coaches)

Dress Code Policy

Objective

Employee appearance contributes to Bryn Athyn's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by students and other clients.

Procedures

Bryn Athyn department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance and can refer any employee who does not meet the standards to the Office of Human Resources. Employees who do not meet a professional standard may be sent home to change and will not be paid for that time.

Business professional attire

- Traditional business attire is expected of all employees. Basic elements for appropriate and professional business attire include clothing that is neat and clean.
- Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, or fragrances.
- Attire for remote meetings (such as when working from home) is expected to be consistent with this policy.
- Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor.

Business casual attire

Business casual dress will be permitted on Fridays. When meeting students or clients, business professional dress guidelines must be observed, unless the client has specifically requested otherwise.

Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts.
Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans or graphics, tank tops, muscle shirts, and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc.
Examples of inappropriate pants include shorts and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes.
Examples of inappropriate footwear include flip-flops and construction or hunting boots.

BRYN ATHYNN COLLEGE



FOUNDED IN 1877

Summer Dress Code

During the summer months, starting the week after graduation and ending the week before Fall semester begins, BAC has established a summer dress code that employees may observe on days when they have no in-person client contact.

The following list is a guideline of appropriate and inappropriate attire under the summer dress policy. These are examples only.

Appropriate summer dress

- T-shirts (no offensive graphics).
- Polo Shirts.
- Khakis.
- Denim jeans.
- Capri pants.
- BAC logo wear.
- Dresses or skirts (knee length).
- Dressy sandals.
- Casual shoes including clean athletic shoes.

Inappropriate summer dress

- Shorts
- Flip-flops.
- Halter tops or tank tops.
- Sweatpants.
- Tight, revealing or otherwise inappropriate clothing.
- Athletic wear.
- Clothing that is ripped, frayed, stained or messy.