

# Orangeburg-Calhoun Technical College Statement of Procedure

Title: Dress and Appearance Guidelines

Number: 8.002.05

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Department of  
Responsibility: Human Resources

Authorization:

\_\_\_\_\_  
President

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Last Reviewed: \_\_\_\_\_

**DISCLAIMER**  
**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS**  
**AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN**  
**EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE**  
**COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS**  
**DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES,**  
**WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT**  
**WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF**  
**EMPLOYMENT.**

Orangeburg-Calhoun Technical College establishes dress and appearance expectations in this procedure for faculty, staff and student workers.

Procedure:

## I. Appearance

OCtech relies on the good judgement of employees to dress appropriately, commensurate with their duties, safety considerations, and the conditions of the workplace. Employees should dress and groom to project a professional image for our students and other customers.

## II. Dress

- A. Each employee is expected to wear attire that is appropriate for a professional/office setting. Attire should be neat, not distracting to others and comply with safety standards.
- B. The diversity in the nature of the work performed and the settings in which it is performed may necessitate departmental dress standards which may vary from the general guidelines.
- C. Dress standards must be reasonable and consistently applied to all genders performing similar work in similar settings.

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D. Orangeburg-Calhoun Technical College will provide uniforms for employees required to wear specific attire as a condition of employment for the purpose of protection and/or identification. Departments may have specific policies on uniforms, such as issuance, responsibility in cleaning and maintenance, etc. If uniforms are provided, they are to be worn for College-related business only.

E. In the case of any time scheduled meetings or other work commitments involving the general public, outside business representatives, meetings outside the campus, good judgement in choice of attire is expected. This would normally mean wearing business dress attire that day.

F. Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to Occupational Health and Safety Standards or other business-related reasons must adhere to those safety standards deemed appropriate by the Supervisor/Dean. This may preclude wearing certain items generally acceptable on campus.

G. Hair should be worn in a businesslike manner.

### III. Jeans on Friday

Fridays will be “dress-down” days for which any office appropriate blouse or collared work shirt with office acceptable jeans and/or tennis shoes is permitted.

The President may, from time to time, designate other days as dress-down days.

Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to Occupational Health and Safety Standards or other business-related reasons must adhere to those safety standards deemed appropriate by the Supervisor or Dean. This may preclude the wearing of jeans or tennis shoes.

#### A. Definitions:

1. Office-acceptable jeans are defined as dark or colored denim that is NOT distressed, cut-off, ripped, stonewashed, paint splattered, skintight, excessively baggy, sequined, bedazzled, faded or frayed, and does not contain cut-outs or patchwork.
2. Office-acceptable tennis shoes or sneakers are defined as clean and in good repair.