KUSM-W Dress and Appearance Guidelines
October 2006

Purpose:
The personal conduct and appearance of each employee at KUSM-W affects the reputation of the medical school. To promote a professional image for KUSM-W, the following guidelines are provided for employee dress and appearance.

Dress and Appearance:
All employees are expected to maintain a clean and appropriately groomed appearance and to wear clothing that is clean, in good condition, and appropriate for the employee's job duties. Standard dress expectations at KUSM-W are business casual.

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works for the beach, yard work, clubs, exercise sessions, and sports contests is not appropriate for a professional work environment. Sun dresses, rubber flip flops, and midriff baring tops are specific examples of clothing not appropriate in a work setting. Additional examples include clothing that reveals excessive cleavage, back, chest, stomach or undergarments. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting of other employees. Supervisors may determine that other types of clothing are not appropriate for their specific work area and require a more professional dress based on the needs of the department.

KU PRIDE DAYS
Each Friday, the day before Thanksgiving, Christmas, New Year and other days as approved by the Dean's office will be designated as KU PRIDE Days. To celebrate these days, employees may wear more relaxed attire and are encouraged to show their "pride" for KUSM-W by wearing KU or KUSM-W clothing. However, the examples of clothing already listed as inappropriate for the workplace remain unacceptable even on KU Pride days.

The following additional guidelines are to be used in determining appropriate clothing for KU PRIDE days.

- Though not required, shirts displaying the KU or KUSM-W logo are preferred attire.
- NO other slogan or logo shirts are acceptable.
- Jeans (no holes or tears) are acceptable.
- Sneakers, clean and neat in appearance, are acceptable.
- Sweat pants, leggings, shorts and rubber flip flops are not acceptable.

Supervisors will ask employees who are dressed inappropriately to leave work and return acceptably attired. The employee will not be paid for the time required to do so unless the employee uses vacation.

What we wear to work is a reflection of the respect we have for ourselves and for KUSM-W. Please be aware of the message you send to our customers through your dress and personal appearance. Promote a positive KUSM-W image at all times.