

Davis Technical College

Personal Conduct Policy

Effective Date: 1 March 2019

Board Approval: 28 August 2003

Revised Board Approval: 19 June 2014

Revised President's Council Approval: 4 February 2019

Revised Board Approval: 28 February 2019

1. Purpose

To outline the Davis Technical College (College) policy toward the personal conduct of College personnel.

2. Policy

2.1. Appearance - A professional appearance is expected for all employees. Care should be taken to dress in a manner which reflects well on the profession and the College. Dress should be appropriate for the job assignment.

2.1.1. Employees shall wear appropriate attire and maintain a personal appearance compatible with the culture and objectives of the College. The College's goals and values reflect the importance of presenting a positive image of competence and professionalism to our customers, the individuals we serve, and the public. The appearance of employees shall create an image and set an example for students and other clients as to what is generally required and desired by the employers we serve.

2.1.1. Employees clothing and appearance must be appropriate for the professional standards of their position. Employees appearance shall not be disruptive, distracting, or dangerous, and clothing must be clean and neat at all times. These are the minimum standards required throughout the College; however, individual departments may establish stricter guidelines as necessary.

2.1.2. Employees who work in unique professions or perform duties that necessitate specific dress may wear uniforms or other clothing which is generally accepted as standard attire for those duties. Examples are nurses and other medical professionals, dental professionals, cosmetologists, cooks, shop workers, security guards, etc. These personnel are responsible for keeping their uniforms clean, neat, and in acceptable condition.

2.1.3. Department supervisors may define acceptable standards for clothing and footwear, which must meet the professional image of the College.

2.1.4. Personal Hygiene: Employees are expected to be neatly groomed and free of body odor. Employees should also refrain from strong colognes and fragrances that may be offensive, distracting, or harmful to others with allergies or sensitivities.

2.1.5. Exceptions to this policy may be authorized by supervisors and the College administration for individual circumstances, or on days when special events or activities are taking place. The College is committed to ensuring that this personal appearance policy is not discriminatory and is applied consistently and equally to both genders, and will accommodate where possible, exceptions based upon disability, religious, ethnic, health or safety reasons.

2.2. Children at Work - Employees shall not bring their children to work with them unless authorized in advance by their supervisor.