

## Aultman College Personal Appearance Policy

Aultman College recognizes the importance of maintaining a standard of dress that projects an image of professional integrity and service excellence. Management reserves the right to evaluate personal appearance at any time, relative to this policy, and make final decisions as to acceptable appearance. Professional or business casual attire is the minimum standard for client interactions/meetings. The following guidelines apply to all employees and contracted/temporary staff:

### Jewelry:

Employees must utilize good business taste when wearing jewelry.

- **Ear Gauges:** Ear gauges are not permitted and must not be visible to the public.
- **Other body piercing jewelry:** Body piercings, other than earrings, should not be visible to the public. No more than three earrings per ear.

### Grooming:

- **Hair:** Hair must be neat and well groomed. Extreme hairstyles are unacceptable. No extremes in coloring or dyeing (unnatural colors). Colors need to be in the shades of blonde, brunette, auburn (red) and black.
- **Facial Hair:** Facial hair must be kept neat and trimmed, and not conflict with safety standards.
- **Fingernails:** Fingernails are to be clean and presentable. Clinical faculty must follow the requirements of the clinical site.
- **Tattoos:** Tattoos smaller than 4" are acceptable, no tattoos on face, head, neck or hands. No obscene, vulgar or profane tattoos.
- **After-shave, perfume, deodorant and anti-perspirant:** Use of deodorant or anti-perspirant is required. Use of perfume/cologne must be limited and may be prohibited in cases of fragrance sensitivity.
- **Tobacco:** Employees must not smell of tobacco odor.

### Attire:

- **Dresses/Skirts/Blouses:** Acceptable length is from top of knee to bottom of calf. Slits in skirts and kick pleats should not exceed 3 inches above knee. Sleeveless dresses and blouses are permitted if fabric at shoulder is 3 inches or wider. Maxi dresses and maxi skirts

are not permitted (bottom of dress should not be below the bottom of the calf for safety purposes).

- **Shirts:** Polo shirts are permitted. Tunic tops with leggings are not permitted.
- **Ties:** Not required.
- **Dress pants:** Tailored and in good repair. All pants, including capris, must be at least 2 inches below the knee. Knit slacks that are loose fitting, non-clinging are acceptable.
- **Hosiery:** Hosiery or socks are not required. Fishnet hosiery is unacceptable. Leggings are permitted only if worn in place of hosiery (top must meet dress/skirt guidelines)
- **Hats:** Permission required to wear a hat or other head covering.
- **Holiday apparel:** Holiday apparel and jewelry may be worn during the holiday season. All established guidelines for personal appearance are to be upheld.
- **Fabrics:** Unacceptable fabrics include denim, spandex, leather, metallic or transparent. Swatches of these materials may be part of a garment. Undergarments should be worn but not be visible.
- **Fridays:** Jeans/t-shirts are permitted on Fridays with the approved contribution to the 1892 Campaign. They are also approved for employees working at student orientations and information sessions.

**Unacceptable apparel:** Unacceptable apparel includes stretch pants, leggings (see exception under Hosiery), stirrup pants, halters, shorts, jumpsuits, maxi dresses, maxi skirts and apparel that endorses sports or commercial products/services, except on approved team spirit days and logo wear days.

**Footwear:**

- **Dress shoes:** All dress shoes must be in good repair. Heels are to be 3 inches maximum.
- **Sandals:** Dress sandals, sling back and open toe dress shoes are permitted. Flip flops are not permitted.
- **Boots:** Dress boots are acceptable. UGG style boots, hiking boots and other work wear boots are not acceptable.
- **Athletic shoes:** Are permitted, but are excluded from Board of Director meetings. Athletic shoes must be clean and in good repair.

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