



AUBURN UNIVERSITY

Facilities Management

Dress Code Policy

Effective:	10/15/2023
Responsible Executives:	Jim Carroll, Vice President of Facilities Management Loren M. Winn, Division Director of Facilities Management Human Resources
Responsible Office:	Auburn University Facilities Management Human Resources
Applicability:	Auburn University Facilities Management employees
Updated:	11/10/2024
Review By:	11/10/2026

I. **POLICY STATEMENT**

In order to establish consistency of dress within Auburn University Facilities Management (AUFM), the following policy and procedures are established. This policy applies to all employees of AUFM including regular, probationary, temporary, and student employees.

II. **POLICY INTENT**

Employees are the most important representation of any organization and contribute to the image of their organization in the way they present themselves. Therefore, all AUFM employees are expected to maintain a clean, neat, and professional appearance at all times. The intent of this policy is to serve as a guideline for the consistency of dress to help achieve and maintain a favorable impression of AUFM with the campus community.

This policy is not intended to address each and every condition, circumstance, or situation that may warrant a departure from its provisions, and as such is not all-inclusive. Any attire, which may cause a distraction from the normal business, is a safety hazard, or reflects poorly on the University or Facilities Management, will be addressed situationally.

It is recognized that situations will arise that are not addressed by this policy or may require further modification to this policy. These should be brought to the employee's immediate supervisor and/or department head for resolution.

III. POLICY PRINCIPLES

A. General Guidelines & Dress Code (for all AUFM employees):

- a. Each supervisor will be responsible for determining appropriate dress for individuals under his/her supervision based on the below guidelines, keeping in mind that clothing should be equal to or exceed the standard of the below guidelines.
- b. Clothing must not be:
 - Ripped, torn, or contain noticeable holes
 - Soiled, stained, odorous, or wet
 - Excessively wrinkled or loose fitting
 - Excessively short, tight, or revealing
- c. Clothing containing offensive, demeaning, discriminating, or vulgar language is not allowed.
- d. Underwear/undergarments should not be visible at any time.
- e. Shorts will not be permitted.
- f. Pants must be worn at the waist.
- g. Footwear should be appropriate for the assigned duties and should provide adequate protection to the employee while performing assigned duties.
 - For additional requirements, refer to Paragraph C – Footwear Subsidy.
- h. Outerwear (to include but not limited to headgear, masks, jackets, etc.) may be worn as long as it does not constitute a hazard to the employee while performing his/her assigned job duties/responsibilities. It should be plain or represent the Auburn University brand/partners. Manufacturers' logos should not exceed the size of a standard credit card.
- i. Hair longer than shoulder length must be restrained in instances where failure to do so would constitute a hazard to the employee while performing his/her assigned job duties/responsibilities.
- j. AUFM may require the covering of or prohibit visible jewelry, piercing(s), aftershave/perfume, and/or body art for certain positions/shifts if the items cause any one of the following to occur:
 - Constitute a hazard to the employee while performing his/her assigned job duties/responsibilities.
 - Constitute a hazard to others or damage to University property.
 - Conflict with productivity or performance expectations.
 - Offend coworkers, clients, vendors, or others in the workplace.
 - Cause client complaints.
 - Do not support a favorable impression of AUFM.
- k. For non-uniformed employees:
 - Business casual attire is the standard with more casual dress allowed on Friday. Reference Section III, A, a. for specific guidelines and restrictions.
 - Hats should not be worn unless performing outside work for extended periods of time. If worn, hats must follow the guidelines above in Section III.A.h.

- l. Gameday Support:
 - AUFM employees working in support of AU gameday are expected to either wear their issued uniform, an AU logo shirt, or the university supplied game day operations shirt (if applicable). Blue jeans are permissible for gameday workers, and shorts are permissible at the discretion of the gameday manager.
- m. AUFM branded clothing is not to be donated or given to others outside of AUFM.

B. Uniforms: Certain employees of AUFM are required to wear University-supplied uniforms. Uniformed employees are designated by the most senior leader of Operations.

- a. Standard Uniforms
 - Required employees will be supplied with uniforms (long pants and long/short sleeve shirts) and hats (if the employee normally wears a hat/cap) when hired by Facilities Management.
 - i. Employees may provide their own pants so long as they match the standards set forth by the uniform.
 - Uniform shirts will identify the individual as an AUFM employee.
 - Uniform shirts must be appropriately buttoned and should be tucked inside the pants when suitable. If a belt and/or suspenders are worn, the items must be plain or represent the Auburn University brand.
 - AUFM will supply a standard baseball style cap and a cold weather cap to all employees upon request.
 - Employees may provide their own hat/cap so long as they are either plain or represent the Auburn University brand/partners.
 - All hats must be in good repair.
 - All hat visors or bills must face forward at all times.
 - Those employees who normally wear straw hats or larger brimmed hats for protection from exterior work environments will be permitted to do so.
 - Employees may provide their own hat so long as they are plain or present the Auburn University brand.
 - All hats must be in good repair.
 - At the discretion of the most senior leader of Operations, there may be periods of time during the year that university supplied t-shirts may be worn as the primary uniform shirt. In this instance, t-shirts will be supplied to employees determined to have assigned duties that are appropriate for t-shirts to be the primary uniform shirt.
- b. University-supplied uniform items are to be worn during work hours, and only when performing official Auburn University work.
- c. Jackets
 - AUFM will supply one outer jacket for each uniformed employee.
 - The jacket will be hi-visibility, water resistant, will have a

zip-in liner (not to be worn as the outer garment), and will bear the AUFM logo.

- This jacket, or an AUFM branded jacket issued through the AUFM professional apparel program, will be the only approved outerwear as part of the uniform except in instances where it limits productivity or constitutes a hazard to the employee while performing his/her assigned job duties/responsibilities. These instances are subject to supervisor approval and all alternate outerwear should follow the guidelines above in Section III.A.h. The employee must remain easily identifiable as an AUFM employee.

C. Footwear Subsidy: Due to the nature of the work regularly performed by employees of AUFM, the wearing of safety boots/shoes is recommended for all employees and required for some. For this reason, AUFM will subsidize the purchase of one pair of safety boots/shoes per year as described below.

- a. Materials Management will establish an account with a vendor and coordinate the selection and distribution of boots/shoes to employees annually.
- b. Safety Boots/Shoes Requirement
 - Employees in Floor Maintenance, Heavy Construction, Materials Management, Plant Operations, Service Support, and Utility Services are required to wear safety-toed boots while performing their work tasks.
 - Employees in Custodial Services are required to wear non-slip work shoes while performing their work tasks.
 - AUFM will subsidize up to \$100.00 toward the purchase price of one (1) pair of the appropriate safety shoes per year, per employee in these shops.
- c. Insulated Safety-Toed Boots Requirement
 - Employees in the electrical trades have an additional need for insulation against electrical shock, and boots that provide this are more costly.
 - AUFM will subsidize up to \$125.00 toward the purchase price of one (1) pair of insulated safety-toed boots per year, per employee in the electrical trades.
- d. Safety-Toed Boots/Shoes Recommended
 - The wearing of safety-toed boots/shoes is recommended, but not mandatory, for employees of other shops who occasionally encounter conditions which present hazards associated with foot injuries.
 - To encourage the wearing of safety-toed boots/shoes by these other employees, AUFM will likewise subsidize up to \$100.00 towards the purchase price of one (1) pair of safety-toed work boots/shoes, per year, per employee.
- e. If an employee desires a pair of safety-toed boots/shoes which cost more than their allotted subsidy, the employee must pay the cost differential at the time the purchase is made.

D. Exceptions & Exemptions: All exceptions and exemptions from this policy should be brought to the attention of AUFM Human Resources in writing to include the

requested exceptions/exemptions, the reasoning behind the request, and the effective dates. It may also be requested that the employee provide documentation from their physician if applicable. AUFM Human Resources will present the request to an internal leadership committee for consideration.

- E. **Enforcement:** Any violations of the dress code policy will be appropriately handled through the University's [Employee Conduct and Job Rules](#) regarding discipline.
- a. Employees who fail to meet the uniform and dress code policy standards may be required to comply before beginning their work shift.
 - b. It is the full responsibility of each employee to know what University and AUFM rules exist, including this dress code, and to observe them at all times.

<u>Jac.</u> <small>Jim Carroll, AIA (Nov 20, 2024 10:14 EST)</small>	<u>Nov 20, 2024</u>
Jim Carroll, <i>Vice President of Facilities Management</i>	Date
<u>Loren Winn</u>	<u>11/19/2024</u>
Loren M. Winn, <i>Div. Director of Facilities Management Human Resources</i>	Date







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Final Audit Report

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