

## Dress Code for \_\_\_\_\_ Department

Staff should always dress in appropriate business attire.

An exception would be Fridays, which are designated as Purple Fridays. To show school spirit, staff may wear jeans that are not faded, torn or tattered with ACU apparel. ACU t-shirts are only acceptable if worn to celebrate a campus event, i.e. Homecoming.

Student employees in our office are allowed to dress more casually. However, because we have customers that come in every day to our office (faculty, staff, students, applicants and vendors) we need to dress professionally in keeping with a business atmosphere.

The dress code is as follows:

- No shorts
- No torn or tattered blue jeans
- No low cut or see-through blouses
- No short skirts (use good judgment!)
- No spaghetti straps
- No backless dresses
- No shirts or dresses that show midriff or cleavage
- No t-shirts with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of ACU
- No tank tops
- No sweat pants
- No tight clothing

If you find yourself questioning if a certain article of clothing is acceptable to wear to work, it probably is better to not wear it. You should always feel free to check with your supervisor about any questions you may have.