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|  | <b>Title:</b><br><b>College of Nursing Employee Dress Code Policy</b> | <b>Review Frequency:</b><br>2 years | <b>Effective Date:</b><br>4/1/2019<br>Reviewed<br>7/9/2021 |
|  | <b>Document Category / Document Type:</b><br><b>Policy</b>            | <b>Doc Control #</b><br>Revision #  | <b>CON-310</b><br>3  |

**1.0 Purpose/Objectives.**

The College of Nursing observes a year-round business casual dress code, with the stipulation that more formal business attire will be expected when the occasion requires it. Employees are expected to use good judgement and wear clothing that is appropriate for a professional setting.

**2.0 Scope.**

This policy applies to all College of Nursing faculty and staff.

**3.0 Content.**

**3.1.** While employees are expected to use good judgment when selecting clothing for the workplace, the following are considered inappropriate and unacceptable:

- 3.1.1. Athletic shoes, except as set forth in Section 3.5 of this Policy;
- 3.1.2. Athletic wear including T-shirts, sweatshirts, except as set forth in Section 3.5 of this Policy;
- 3.1.3. Beach sandals or flip flops;
- 3.1.4. Items showing any advertising, especially alcoholic beverages, drugs, drug paraphernalia or tobacco products;
- 3.1.5. Items containing obscene, profane, discriminatory, provocative, inappropriate slogans, or inflammatory words or pictures;
- 3.1.6. Blue/Black Jeans/Denim, except as set forth in Section 3.5 of this Policy;
- 3.1.7. Revealing clothing (such as see-through garments, halter tops, bare midriff, revealing back tops, tank tops, muscle shirts, low-cut blouses, and low-cut pants/skirts/dresses);
- 3.1.8. Shorts, sweatpants, stretch pants, or other athletic pants;
- 3.1.9. Visible undergarments and clothing transparent enough to make undergarments visible;
- 3.1.10. Visible body art, including tattoos, which contains obscene, profane, discriminatory, provocative, inappropriate slogans, and/or inflammatory language or imagery; and.
- 3.1.11. Hats, caps, or head coverings while indoors unless worn for religious or cultural purposes.

**3.2.** Employees working in clinical and/or simulation settings must adhere to appropriate clinical dress as defined by the clinic site.

**3.3.** Employees must maintain proper hygiene at all times.

- 3.3.1. Beards and mustaches must be clean and neatly trimmed.
- 3.3.2. Individuals should be free of odors, including from the following:
  - General body odor;
  - Strong, overwhelming perfumes, colognes, and other toiletries; and
  - Alcohol.

**3.4.** Formal Attire:

- 3.4.1. More formal attire may be required dependent upon the situation/occasion. Examples of occasions where formal attire may be necessary include but are not limited to:
  - 3.4.1.1. UNM, HSC, or College receptions or events;
  - 3.4.1.2. Receptions or events at external venues where employees are representing UNM, HSC, or the College; and
  - 3.4.1.3. At professional conferences/meetings.

**3.5. Exceptions to this policy may be made as noted below:**

3.5.1. Casual Friday attire is allowed at the College of Nursing and the following are approved for wear:

- Jeans that are not heavily faded, acid washed, ripped, frayed, torn, or worn below the waist or hip line.
- Casual shoes, provided they are clean and appropriate. This includes athletic shoes.
- Lobo spirit wear, including t-shirts, polo shirts, and sweatshirts.

3.5.2. Should religious, medical/clinical, or cultural accommodations be necessary, the employee should discuss any accommodations with his/her immediate supervisor. These conversations will be kept confidential.

3.5.3. Other exceptions may be made by the College of Nursing Dean.

*Managers/Directors reserve the right to impose a stricter dress code; however, no dress code shall contradict the above.*

3.6. Employees who fail to meet these standards will be sent home to change clothes. Employees will be required to report such time as annual leave. If annual leave is not available, it will be considered leave without pay. Continued violation will result in disciplinary action.

**4.0 Responsibilities.**

| <b>RESPONSIBILITIES</b>       |  |
|-------------------------------|--|
| <b>Position/Title/Group</b>   | <b>Requirements/Expectations/Duties</b>  |
| Human Resources               | Shall provide new College of Nursing employees with a copy of this policy during New Employee Orientation.               |
| College of Nursing Leadership | All College of Nursing leadership personnel are responsible for assuring that this document is implemented and enforced. |
| College of Nursing Employees  | All College of Nursing employees are responsible for complying with this document and all College of Nursing policies.   |

**5.0 Records Applicability/Retention.**

N/A

**6.0 External Reference(s).**

6.1. None.

**7.0 Internal Reference(s).**

7.1. Employee Orientation

**8.0 Definitions.**

8.1. Business casual: relating to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and business-like impression.

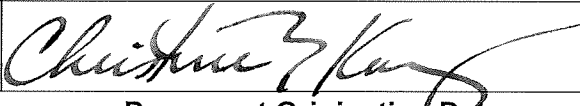
**9.0 Key Words.**

9.1. Dress code

**10.0 Attachments.**

None

**11.0 Approval Authority.**

| APPROVAL and Information         |   |                         |                       |
|----------------------------------|---|-------------------------|-----------------------|
| Item                             | Contact Information   | Date                    | Approved/<br>Reviewed |
| <b>Document Owner</b>            | <i>Dean, College of Nursing</i>   |                         |                       |
| Contributor                      | Delana Mannion, Dept. Human Resources Rep   | 8/27/2018<br>10/05/2018 | Approved              |
| Consultant                       | Jeffery Dubinski-Neessen, Strategic Support Manager                               | 3/22/2018               | Reviewed/<br>Edited   |
| Contributor                      | Jose Gonzalez, Associate Director of Finance and Administration                   | 3/22/2018               | Approved              |
| Consultant                       | Catherine Russell, Assistant University Counsel                                   | 02/08/2019              | Reviewed/<br>Edited   |
| <b>Official Approver</b>         | <i>Christine E. Kasper, Dean and Professor, College of Nursing</i>                |                         |                       |
| <b>Official Signature</b>        |  |                         | <i>2/10/21</i>        |
| <b>Document Origination Date</b> |   | 08/27/2018              |                       |
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**12.0 Document History.**

| HISTORY LOG  |                       |   |   |   |
|--|-----------------------|---|---|---|
| Date and Date Type:<br>(Specify: Origination,<br>Effective or Retired<br>Date) | New/<br>Revision<br># | Title of<br>Document:                         | Description of Change(s):   | Approved By:<br>Print<br>Name/Title           |
| Original Document<br>Date: 2005  | 1                     | Employee<br>Dress Code                        | New Policy  | Nancy<br>Ridenour,<br>Dean and<br>Professor   |
| Effective: 4/1/2019  | 2                     | College of<br>Nursing<br>Dress Code<br>Policy | Changes to this policy include providing more clear definitions of appropriate work attire as well as aligning with other HSC-level policies on dress code.   | Christine E.<br>Kasper, Dean<br>and Professor |
| Revision<br>Effective: 4/1/2019  | 3                     | College of<br>Nursing<br>Dress Code<br>Policy | Suggested revisions from the Diversity and Inclusion Advisory Council were asked to be included. Deleted content from 3.3 regarding hair styles. Added language to exceptions by supervisor to include "medical/clinical" exceptions. | Christine E.<br>Kasper, Dean<br>and Professor |
| Reviewed: 7/9/2021   | 3                     | College of<br>Nursing<br>Dress Code<br>Policy | No changes-reviewed and approved by CON HR representative-Delana Mannion  |   |