

## Normandale Community College Personal Appearance at Work

Normandale Community College is proud of our image in the community as a high-quality educational institution. We strive to present a first-class example of professionalism to students, the public and our academic colleagues.

The perception of Normandale is partly formed by the impression we make when we interact with others. Clothing and grooming is an important factor in the image we create and it is a statement we make about ourselves and the college to our customers and co-workers.

We ask that employees make appearance choices that help the college maintain a positive and professional education image. This is especially important with employees whose jobs required them to have frequent contact with students and the public.

It is not intended that specific guidelines be created here or that common sense in personal appearance in all instances be articulated. Instead, the following statements are provided as a common point of reference for all of us.

- Depending upon your job responsibilities, choose clothing that communicates professionalism.
- Clothing should be clean and not excessively worn or faded and should be free of holes and rips.
- Excessively tight or revealing clothing that distracts from professionalism in conducting the business of the college should not be worn.
- Logos or statements on clothing should not encourage the use of illegal drugs, have sexual innuendoes, encourage intolerance of particular groups or individuals, or promote violence.
- Anything that could routinely be perceived as discriminatory or offensive to others, should not be worn at work.

Employees who have questions about appropriate dress for their position should confer with their supervisor.