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POLICY: 2-37 Dress for Your Day (DYD)	
Approval	
LT Approved	
Effective Date: 09/01/2024	
Revised: 09/01/2024	
Responsible Party: Vice President, People & Culture	

Introduction: WSU Tech (“College”) maintains a “Dress for Your Day” (DYD) dress code policy that encourages employees to dress in a manner that is appropriate for their workday activities while representing the College professionally. This policy seeks to balance individuality and professionalism, ensuring consistency across departments.

It is the responsibility of the employee to be aware of Campus events, outside their workspace, that may require and elevated DYD appearance for the day.

Policy Guidelines:

- **General Expectation:** All employees must dress in a manner that reflects positively on the College. Employees are responsible for being aware of events or activities that may require more formal attire and adjust accordingly. Specific examples of acceptable and unacceptable attire are provided to ensure clarity.
- **Off-Site Work:** Employees working off-site at partnership locations must adhere to the host’s dress standards and industry standards, or divisional/departmental uniform guidelines with the minimum standard being the College’s policy.
- **Uniforms:** Individual departments may be directed **OR** choose to wear WSU Tech logo wear as part of a uniform.

Acceptable Attire:

- **Professional Settings:** Business suits, dress pants, skirts, blouses, dress shirts, blazers, professional dresses, and closed-toe shoes.
- **Business Casual Settings:** Slacks, pants, khakis, chinos, polo shirts, collared shirts, sweaters, and professional footwear.
- **Casual Settings:** Clean and tidy jeans, WSU Tech logo wear, casual dresses, and appropriate casual footwear.

Unacceptable Attire:

- Clothes or shoes that are unclean, worn, ripped, cut, or torn.

- Items with obscene, profane, discriminatory, offensive, provocative, inflammatory words, pictures, slogans, including any item advertising alcoholic beverages, drugs, drug paraphernalia, or tobacco products.
- **See-Through Materials:** Any see-through fabrics exposing bare skin, including sheer, distressed, or mesh fabrics.
- **Crop Tops and Tank Tops:** Tank tops, crop tops that expose the stomach or back area are not permitted. Sleeveless tops with professional necklines and armholes that fully cover undergarments are acceptable.
- **Leggings:** Permitted when paired with a top that fully covers the hips and backside.
- **Athletic Wear:** Athletic pants and shorts are not permitted, except during designated events specified by the College.

Special Events: Employees should elevate their appearance for events such as board meetings, student presentations, or external stakeholder meetings.

Balancing Your Outfit

To maintain a professional yet comfortable appearance:

- **If you are wearing a casual top (like a dress-down shirt),** pair it with more formal pants (such as dress slacks).
- **If you are wearing casual pants (like jeans),** balance them with a more formal top (like a dress shirt or blouse).

This way, you will always look polished and ready for the day!

Enforcement:

- **Reporting Infractions:** Policy infractions should be reported to the department/division *supervisor*.
- **Dispute Resolution:** If disputed, the infraction will be referred to the VP People & Culture or their representative for final review and decision.
- **Compliance Measures:** Supervisors have the authority to send employees home to change into appropriate attire. Employees will use PTO or take leave without pay for missed work time.
- **Disciplinary Action:** Non-compliance with this policy may result in disciplinary action up to and including termination.

Policy Updates: Employees will be informed of any updates to the dress code policy via email to all staff and faculty.

Conclusion: This updated policy aims to provide clear guidelines that align with current workplace norms while maintaining a professional image for WSU Tech. By adhering to these standards, employees contribute to a cohesive, respectful, and professional environment.