

## Personal Appearance Guide

Staff employees are expected to maintain an appropriate appearance that is professional, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to students or other staff.

In deciding what attire is professional or business-like, employees should keep in mind the personal image they create, as well as the public image of OSU-Oklahoma City. We are proud to share a common goal of having a positive, productive and safe work environment. Our appearance should reflect our pride. It is the responsibility of the department supervisor to provide guidance to his/her employees as to the appropriate attire for that department.

### Pride Day

1. Unless otherwise notified, Friday of each week will be considered OSU-Oklahoma City **Pride Day**. On this day, it is acceptable for staff to wear a shirt or blouse that displays OSU-Oklahoma City or OSU insignias in lieu of their regular professional apparel. The slacks or skirts worn with this spirit apparel should still be professional and appropriate for the area where they work. If the activities in an area make the wearing of **Pride Day** apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.
2. Unless otherwise notified, the first Friday of each month is **Jeans Day** as well as **Pride Day**. On this day, it is acceptable to wear denim jeans or skirts along with the shirt or blouse that displays OSU-Oklahoma City or OSU insignias in lieu of their regular professional apparel. If the activities in an area make the wearing of **Jeans Day** or **Pride Day** apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.

### Nature of Work

Obviously there are areas of the campus that wear jeans and work shirts every day because of the nature of their work. Areas such as Horticulture, Grounds, Housekeeping, Building Maintenance, Printing Services and others are expected to dress appropriately for the type of work they perform. It is understood these areas are involved in activities that require them to be outside in the elements, involve physical labor and involve work environments that are often hazardous and unclean. However, these employees are also expected to comply with the standards of being neat and non-offensive to others.