

# VPASA Business Casual Dress Code Policy

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**Effective Date:** December 19, 2022

**Approved by:** Theresa Billiot, VP Academic and Student Affairs

**Policy Owner:** VP Academic and Student Affairs

**Last Reviewed:**

**Last Revised:**

**Revision Approved by:**

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**Purpose:** All staff members working under the Office of the Vice-President of Academic and Student Affairs (VPASA) are expected to maintain acceptable standards of personal grooming, hygiene and present a neat, “business casual” attire while working on-campus and off-campus events.

**Basis for Policy:** Support an open, safe, and professional working environment for individual units reporting to the Office of the VPASA.

While the Office of the VPASA values diversity of opinion and freedom of expression, appropriate business casual attire is important to the effective operation and professional representation of OPSU.

**Business Casual:** The Office of the VPASA is specifying “business casual” attire as the basis for the Office of the VPASA Business Casual Dress Code. The Office of the VPASA Business Casual Dress Code includes, but is not limited to, the following:

- Pants, skirts, dresses, or jeans
- Blazers, cardigans, dressy (non-athletic) sweaters
- Blouses, button-up shirts, collared shirts, or collarless polo shirt
- Loafers, mules, dressy clogs, boots, flats, dress heels, dress sandals, leather deck-type shoes, conservative athletic or walking shoes, and office sneakers.

**Inappropriate Items:** Certain items are not appropriate work attire with the Office of the VPASA:

- Items bearing controversial or offensive graphics or slogans
- Tee-shirts
- Overalls, hoodies, sweats, workout clothes or jogging suits
- Jeans with rips
- Dress shorts at, or shorter than, mid-thigh
- Revealing clothes unless covered with an appropriate top or bottom
- Pajamas and other bedroom attire
- Flip-flops and slippers

**Video Conference Meetings:** While attending video conference meetings representing OPSU, staff members are expected to follow the Office of the VPASA Business Casual Dress Code.

**Aggie Fridays:** Anyone wishing to wear OPSU t-shirts and sweatshirts on Friday is encouraged to do so; however, staff members may not wear these OPSU t-shirts and sweatshirts during on-campus and virtual interviews with potential employees that may be held on a Friday.

**Exception to Student Workers:** Student workers may wear OPSU or non-OPSU t-shirts, hoodies, or sweaters, when wearing pants, jeans, or shorts no shorter than mid-thigh.

**Dress Code Enforcement:** The purpose of the VPASA dress code is to help staff members understand what is expected of them when they dress for work. Dress code enforcement is the responsibility of the Deans and Directors. Deans and Directors are expected to dress at a higher standard than their student

workers.

**Remediation:** If clothing fails to meet these standards, the staff member will be asked not to wear the inappropriate item to work again and may be sent home to change clothes.

Repeated violations of the Office of the VPASA Business Casual Dress Code will result in appropriate corrective measures, up to and including disciplinary and corrective action.