Dress Code and Personal Hygiene Policy

Policy Number	300.11.03	**Custodian**	Human Resources
Approved Date	12-12-2025		
Effective Date	12-12-2025	**Review Date**	March 2025
References: Personal Code of Conduct Policy, Corrective Action Policy, Diversity, Equity, and Inclusion Policy			

1. Purpose

To establish a dress code and personal hygiene policy to ensure proper representation of WETCC by choosing clothing that reflects personal dignity and well-being, while also respecting the diverse needs of others.

2. Persons Affected

2.1. Staff
2.2. Faculty

3. Policy

This policy is to ensure the following:

3.1. Set expectations for employee attire, cleanliness, and image while on WETCC campus, or anytime an employee is representing WETCC.

4. Definitions

4.1. Appropriate Attire. Clothing that is clean and does not create a health or safety hazard. This is not a complete list and does not contain all the possibilities.

- Slacks, pants, jeans (with no holes), capris, casual skirts, leggings (when worn with an appropriate top)
- Dress shirts, polos, casual shirts, sweaters, suit jackets, blazers, flowing dresses, college apparel
- Cultural, religious, and Anishinaabe rooted garments

Footwear and apparel will depend upon your department and the daily work that you are assigned to. If you are unsure of appropriate attire for your department, please check with your supervisor.

Clothing should support safe movement and reflect balance and respect within our community space. This includes keeping the chest, abdomen, and undergarments covered.

4.2. Inappropriate Attire. Clothing that is too casual, revealing, dirty or has offensive language or imagery. This is not a complete list and does not contain all the possibilities.

- Sweatpants, exercise pants, shorts (shorter than fingertip length with arms rested at sides), miniskirts (a skirt that falls mid-thigh or higher)
- All tops with low necklines, midriff tops, halter tops, see through tops (without proper clothing underneath)
- Offensive tattoos and body art must be covered.

4.3. Offensive Language or Imagery. Displayed words or pictures that include profanity, intoxicating substances, sexual suggestions, or promotes violence, hate speech or targets marginalized groups, which includes but is not limited to race, culture, sex, gender, religion, disabilities, political affiliation.

4.4. Personal Cleanliness. How you take care of your body. This includes but is not limited to 1) bathing/showering 2) washing your hands 3) adequate oral hygiene.

5. Procedures

5.1. Every employee ensures they maintain personal cleanliness and appropriate attire.

5.2. Supervisors address the employee if they lack personal cleanliness and/or are not wearing appropriate clothing.

5.3. Supervisors review Dress Code Policy 300.11.02 with their employee who does not meet appropriate attire and personal cleanliness guidelines and attempt to correct on campus, and if not possible may be sent home paid or unpaid depending on severity to correct the issue.

5.4. Chronic failure to respect WETCC policy and community members is subject to corrective action.

Revision History

Rev. Date	Rev. No.	Revision
03/26/2025	3.	Added references, added 2.2, 4.3, expanded 3.1, 4.1, 4.2, 5.3
01/09/2025	2.	Housekeeping, New Format; Change Custodian
08/18/2020	1.	Original