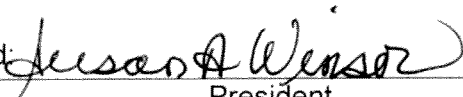



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Policy Title: DRESS CODE	Policy Number: 3-1-104.1
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy:	
Governing ATC Policy: 3-1-104	

Approved: 
President


VP of Administrative Services

Date Adopted: 08/10/2009
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Purpose

This procedure is intended to define appropriate attire for Aiken Technical College employees during normal business operations.

II. Guidelines

The administration relies on the good judgment of employees to dress in good taste appropriately commensurate with their duties, safety considerations, and the conditions of the workplace. Employees should dress to project a professional image for our students and other customers. Below are examples of attire that are inappropriate as business attire:

- Tennis shoes, sneakers, crocs
- Rubber shoes (flip flops)
- Bedroom slippers
- Halter tops, tube tops, tank tops and midriff tops
- Jeans, overalls or any kind of denim
- Sweatpants, leggings, and sweatshirts to include items constructed of velour, lycra, or spandex

- Wind suits
- T shirts
- Shorts and cutoffs
- Mini skirts or mini dresses
- Spaghetti strap dresses/ tops or strapless dresses/ tops
- Hats
- Underwear as outerwear
- Provocative attire (showing too much cleavage, chest, back, thigh, or stomach)
- Wrinkled and or dirty clothes

Exceptions to the guidelines may be considered where necessitated by the nature of the job, other extraordinary circumstances, or where it is in the best interest of the College. VPs may decide upon any additional guidelines for faculty and staff working in labs, shops, or clinical environments. Certain days may be declared dress down days when more casual clothing may be allowed by the VP.

III. Enforcement

If clothing fails to meet these standards, as determined by the employee's supervisor and if necessary Human Resources staff, the employee will be asked not to wear the inappropriate item to work again and to adhere to the dress code. Progressive disciplinary action as described in the ATC Employee Disciplinary Action Procedure will be followed if subsequent dress code violations occur. Supervisors and administrators may add more stringent criteria, with the approval of the executive staff, based on the specific needs of a department or area.

Policy Review and Revisions		
Date Completed	Reviewed/Revised By	Future Review Date
08/10/2009	Andy Jordan	08/2010