**Dress Code and Uniform Policy**

**Policy Statement**

The policy outlines the dress code and uniform standards required within the University community to reflect the professional image of the institution.

**Reason for Policy/Purpose**

By adopting this Dress Code and Uniform Policy, the University (i) demonstrates its care for the professional and presentable image of its employees and (ii) establishes a mechanism to safeguard the identity of its employees, their sense of pride in the institution, as well as the safety and security of employees and other members of the AUC community.

**To Whom is this Policy Applicable?**

1. The Dress Code Policy is applicable to all University employees who are not required to wear a uniform.
2. The Uniform Policy is applicable to all employees required to wear a uniform. These include, but may not be limited to, staff in the following departments, at all University campuses and buildings:

Transportation, Faculty Housing, Mail Services, Security, Environmental Health and Safety, Maintenance, Construction Services, Housekeeping, Support Services, Clinic, Landscaping, Inventory Warehouses, Copy Center and AUC Press, as well as office aides, clerks and lab aides.

**General Principle**

This policy sets guidance to the standards of dress and appearance to which the University expects its employees to adhere.

**Definitions**

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| |  |  | | --- | --- | | **Employee**  **Uniform**  **Dress Code** | Any person affiliated with the University by virtue of an employment relationship.  Dress of a distinctive design, worn by the University employees required to do so, serving as a means of identification. Such uniform shall bear the University logo and abide by the University colors. The uniform is not personal protective equipment. The uniform will be suitable for the wearer and the environment in which they work.  The University employees who are not required to wear a uniform, are expected to dress in attire appropriate to the workplace, and to their respective positions. Such attire should not display messages advocating violence, promoting alcohol, drugs or illegal substances, and should not distract or disrupt the work environment. Typically, this is Business or Smart Casual attire. | |  |  | |  |

**Policy Procedures**

1. **Implementation:**
2. **Uniform:**

* The Office of Supply Chain Management manages the process of uniform purchasing and ordering on a centralized basis (i.e. collecting uniform budget from the concerned departments and issuing collective purchase orders.)
* Each eligible employee will receive one complete winter uniform and one complete summer uniform by November and April of each year, respectively. Some more durable items, such as microfiber jackets, hooded jackets, waterproof jackets, rain coats, neck scarfs and trench coats will be replaced every two years.
* The design of the uniform may be modified or changed periodically upon the Uniform Committee review and decision. The Uniform Committee is composed of department heads of uniform assigned departments or their representatives, in addition to representatives from the Ombuds Office, the Human Resources Office, the Quality Assurance Office and the Office of Supply Chain Management.
* Out-of-date uniforms may not be worn. Employees are required to return all the items of the old uniform. All returned items will then be recycled.
* All employees are required to attend scheduled fitting sessions to provide their measurements.
* After receipt of the *“uniform bag”* (that is, a complete new uniform) the employee shall raise any size concerns within two weeks by submitting a repair form to the Inventory and Warehouse Department.
* All alterations to uniforms must be performed by the uniform supplier and only to accommodate fit. No other alterations to the uniform are permitted.
* Pregnant employees assigned a uniform are expected to adhere to the University uniform. They will receive partial uniform sets in a larger size to be worn with suitable personal items of clothing similar to their regular uniform.
* The uniform is university property and is to be returned in the event of termination of employment. The return of the uniform is part of the exit process; therefore if the employee fails to return the uniform, the University will deduct the cost of the uniform from the final pay due to the employee.

1. **Dress Code:**

* Clothing must project a positive professional image and must not cause embarrassment or offence to colleagues, other employees or visitors.

1. **Responsibilities:**
2. **Directors and Managers/Supervisors:**

* It is the responsibility of Directors and Managers/Supervisors to ensure compliance with this policy, ensuring that uniform is worn where required and that the standards of dress set within this policy are observed.
* It is their responsibility to report any breach to this policy to the Office of Human Resources.

1. **Employees:**

* Employees are responsible for keeping clothing clean and in good repair, and ensuring to follow the correct care guidelines to maintain the appearance of their uniform.
* The employee shall insure that all elements of the current uniform are worn when on duty.
* Employees will bear the cost of uniform items that have been lost, stolen, or damaged except if the damage is a result of activity in the course of fulfilling job duties; in this case employees are required to report the damage or loss to their direct supervisors.
* Employees are responsible for complying with the provisions of this policy, and must understand that failure to do so may result in disciplinary action.

1. **Noncompliance:**

In the event that any employees arrive to work not appropriately attired for their position, or are not wearing their uniform while on duty, on the first occasion, their manager will advise them that they are not dressed appropriately to perform their duties.

After several occurrences of failure to adhere to the appropriate dress code, the employee may be subject to disciplinary action.

As for the uniform assigned employees any further breach to this policy will result in progressive disciplinary action being taken against the employee in accordance to the University Statute of Sanctions and the Egyptian Labor Law, as follows:

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| --- | --- | --- | --- | --- |
| Violation | Degree of Sanction\* | | | |
| First Time | Second Time | Third Time | Fourth Time |
| Failure to wear the work uniform during the working hours | Deduction of  One day | Deduction of  Two days | Deduction of  Three days | Deduction of  Five days |

*\* If the same violation is repeated for more than four times before the lapse of six months from the date of committing it for the first time, the sanction determined for the fourth time shall be doubled, or the severer sanction shall be imposed.*

1. **Exceptions:**

Any exception to the policy should be approved by the University President.

**Who Approved this Policy?**

Adopted by the University Cabinet on May 28, 2014

**History/Revision Dates**

* Dress Code and Uniform Policy: March 12, 2012
* Revised Dress Code and Uniform Policy: May 28, 2014