

The American University in Cairo – Dress Code and Uniform Policy

I. UNIFORM, DRESS AND APPEARANCE

Wearing a uniform has multiple advantages for both the department and its staff members. A comfortable business-like appearance enables staff members to represent their department in a professional manner and ensures their comfort and safety. Uniforms project a neat, presentable and professional appearance that enhances the status of staff members in the eyes of the University community. Keeping the uniform clean and neat demonstrates employees' sense of pride and belonging to the organization, as well as their professional attitude toward work.

Operational employees routinely in contact with the public in uniform-designated positions should wear University-issued uniforms while on duty to aid in their identification, enhance campus security and promote the professional image of the institution.

Supervisor's Responsibility – It is the supervisor's responsibility to consult and provide employees with appropriate uniforms. A supervisor ensures that employees are appropriately dressed for work including, if appropriate, uniform, safety or slip-resistant shoes, and safety eyewear or other personal protective equipment. The employee's immediate supervisor is responsible for ensuring that uniform is worn properly. Supervisors are responsible for ensuring that all provisions of this standard practice regarding care and replacement of uniforms are followed.

Employee's Responsibility – It is the employee's responsibility to participate in uniform consultations and to report to supervisor any problem or damages with received uniforms. An employee has to be appropriately attired for work at the beginning of his or her work shift, which could include wearing a uniform if in a uniform-designated job position; wearing safety shoes or slip-resistant shoes if required by the job; or dressed in personal attire appropriate to the position if the job does not require a uniform.

Compliance – If employees arrive to work not appropriately attired without a reasonable justification (i.e. not wearing the uniform while serving in a uniform-designated job; not wearing safety shoes or slip-resistant shoes if required by the job; or not dressed in a personal attire appropriate to the position while serving on a job that does not require a uniform), reference to Labor law article no. 56.

A. Operational public-contact employees

Operational public-contact employees include supervisors in the following units or areas at both campuses and other universities sites: facilities and operational services, maintenance, construction, environmental services, auxiliary services and faculty housing, public safety departments (security, occupational health and safety, and medical services), Desert Development Center (campus landscape and irrigation units), office aides, lab assistants and technicians.

B. Uniforms

1. The basic uniform complement for the operational public-contact employees shall consist of short-sleeve and long-sleeve shirts and pants (for men) or blouses, slacks, smocks and/or dresses (for women), as well as jackets, coats and vests . Supervisors shall wear identification such as a card or nametag with the University logo.
2. Each sweatshirt, blouse, dress, leather jacket, polo, wool coat, maintenance vest, raincoat or trouser will bear the University logo, which shall be sewn onto the front of the garment prior to issuance.
3. Uniform should be worn with appropriate shoes, closed-toed shoes or boots, according to the environmental health and safety regulations. For women wearing *hijab*, headscarves are considered part of the uniform and should conform to its overall design. Men may wear a cap with a flap protecting the back of the neck and ears, with the same design as women’s headscarves.
4. Torn garments, shorts, open-toed shoes, sandals, scuff or flip-flops are not appropriate.
5. Protective clothing worn during working hours, such as eyewear, facemasks, hard hats and gloves, is considered part of the employee’s uniform and, therefore, is subject to the same conditions of responsibility for care and use as other parts of the uniform.

II. REQUIREMENTS

A. Wear Requirements

Uniforms are routinely required when on duty at all times.

1. Employees shall wear uniforms properly, presenting a professional image.
2. Uniforms should be neat and clean at the start of the shift.

Under excessively cold weather and subject to overriding safety, the following terms apply:

1. With the supervisor’s approval, employees may wear additional clothing such as hooded jackets or sweatshirts underneath uniformed shirts and jackets.
2. All alterations to uniforms must be performed by the uniform provider, and only to accommodate fit. Any other alterations, including addition or removal of patches, emblems and buttons may be made only with prior written approval of the directors.
3. Employees may wear a pin or button, regardless of whether or not it is issued by the University. The pin or button must be easily removable,

with the condition that it will not permanently alter or damage the uniform item, and does not offend general public values.

4. Hats or caps may be worn as long as the logos and images on the hat or cap do not offend general public values, and as long as wearing the hat or cap does not present a safety hazard. Hats or caps should be worn bill forward.
5. Supervisors should require employees to change into the proper uniform before and after work (allowing enough time for employees to comply with transport schedule).
6. Failure to comply with the provisions outlined in the Wear Requirements (through frequent uniform violations or absence due to improper attire) and in absence of reasonable justification may result in administrative or disciplinary actions.

III. RESPONSIBILITIES

A. Employee's Responsibilities

1. Employees are responsible for maintaining a full complement of uniform items, including cleaning the uniforms regularly and keeping those neat and in good repair.
2. Employees are responsible for wearing uniform items as outlined in the Wear Requirements section.
3. Employees are liable for issued uniform items that have been lost, stolen or damaged beyond economic repair, except if the damage is due to the nature of the job. If a uniform has been damaged as a result of the nature of the job or extenuating circumstances employees are required to report and request a replacement from their direct supervisors.
4. Employees are responsible for returning issued uniform items in a clean and serviceable condition to AUC by the end of their employment term at the University. This should be done no later than the last day at work.

B. Management Responsibilities

1. Supervisors are responsible for ensuring that all provisions of this standard practice regarding the care, wear and replacement of uniforms are followed.
2. The University administration is responsible to provide suitable facilities for storage and changing rooms on campus and make them accessible to employees for timely change of uniform before and after work.
3. Each department will issue a purchase request for the winter and summer uniforms in a timely manner. Orders will be made for both summer and winter by February or March of every year. Departments will decide on the purchased number of items, including a number of spare items in case of damage.

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4. Each department will assign (in writing) a primary and alternate department uniform representative for each pick-up and delivery point supporting that department. A department uniform representative will be present anytime uniforms are being picked up and/or delivered by the Supply Chain Management Office. The department uniform representative is responsible for the following:
 - Delivery and pickup
 - Documenting any uniform discrepancies

C. Problem Resolution

Department uniform representatives will immediately bring any discrepancies to the attention of the supply chain management office. Department uniform representatives will work with the Supply Chain Management Office to resolve problems.

IV. ENTITLEMENTS

- Each eligible employee will receive two sets of uniforms per season: summer and winter.
- Design: A committee decides on uniform design. The committee is made up of the line manager, supervisor and three staff members, as well as a representative from the syndicate and a representative from the Supply Chain Management Office. A Student and a faculty representative are encouraged to assist in the process. The design of the uniform will be reviewed by the committee assigned every three years.
- Material: The uniform material must suit the nature of the job and be of good quality.

Dress and Appearance for Employees Not Designated to Wear Uniforms

All AUC employees are expected to be clean and neat when reporting for work each day. Clothing should not have rips, tears, tattered edges or patches. Any hats, belts or garments worn should be appropriate to the workplace and should not display messages advocating violence; promoting alcohol, drugs or illegal substances; or contain profanity or any graphics or words that demean or ridicule others. Shorts are not considered appropriate work attire and cannot be worn to work.

Office employees are expected to dress in attire appropriate to the business world. Attire should not distract from or disrupt the work environment. Office employees should dress with safety in mind, and appropriate footwear should be worn at all times. Office employees visiting job sites should wear appropriate personal protective equipment. Employee attire should reflect a level of modesty appropriate to the workplace. Employees should also practice proper personal hygiene so as to not become a distraction to other employees or customers in the workplace.

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