

# Fee Coordination Dress Code Policy

**Updated 9/13/2013**

This policy is intended to set guidelines for appropriate dress throughout the UPI Fee Coordination Department. The examples are not meant to be all-inclusive. Judgment consistent with a business and critical appearance in the workplace should be used where the guidelines are not specific. Supervisors may issue more stringent guideline; to assure a safe, neat, clean and business appropriate environment.

## **GENERAL TO ALL EMPLOYEES:**

- A. Company issued ID badge must be worn and clearly visible at all times.
- B. Footwear: Dress shoes (open/closed), casual shoes or boots should look professional and be in good condition. Canvas shoes/tennis shoes may be worn if clean and in good condition. Closed or hard shoes may be required in certain areas for safety reasons. Beach flip-flops are not considered appropriate attire.
- C. Clothing: Clothing must be clean, unwrinkled, stain-free, properly fitting, and in good condition. Clothing should be a length and style that does not interfere in performing normal duties. Skirts/dresses should be no more than 2" above the knee. Sleeveless attire must be loose-fitting and/or tailored. Collarless shirts, if made of heavy cotton or other material are okay. Most types of button up shirts if neat, non-faded and pressed are appropriate. Tailored Capri pants (calf length) may be worn.
- D. Accessories: Jewelry must not interfere with job performance or safety. Earrings must be also conducive to a business environment.
- E. Tattoos: Small tattoos (no larger than 2"X2") are acceptable on legs, feet and ankles. All other tattoos must be covered. Tattoos that may be construed as vulgar or offensive are not permitted.
- F. Hygiene: Employees must exhibit good personal hygiene, to include clean nails, hair, teeth, body and clothes.

## **UNACCEPTABLE CLOTHING:**

- A. Spandex clothing, to include pants and tops
- B. Pants or skirts worn below the waistline
- C. Bermuda and/or walking shorts
- D. Suggestive/revealing clothing
- E. Shirts/hoodies with or without suggestive pictures or wording
- F. Drawstring clothing, no sweatshirts, sweat suits or workout suits
- G. Clothing that exposes undergarments or lack of

- H. Facial or other visible body piercing (exception: ears)
- I. Sport/beach tank tops, tube tops
- J. T-shirts with inappropriate logos or graphics
- K. Tops or dresses with spaghetti straps
- L. Hats

Casual Fridays/Special Occasions:

Staff working in a UPI owned or leased building can participate in Casual Friday/Special Occasions, if not attending meetings outside of the office. Example of Special Occasion: Broncos Friday, Sports week, etc.

**PROCEDURE IF STANDARDS ARE NOT MET:**

If attire or appearance is unacceptable per the UPI policy, the Manager or Supervisor will hold a private discussion with the staff member and may ask him/her to change their appearance immediately. If the staff member is sent home to change into appropriate attire, time away from work will be considered leave without pay. Written documentation detailing the incident and disciplinary actions will be placed in the employee file.

**OFF-SITE EMPLOYEES:**

Employee's working in a space not owned/leased by UPI will follow the dress code policies governing that organization. For example, if your office space is located in CHCO, you will follow the CHCO dress code.