

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	DRESS AND APPEARANCE GUIDELINES	Procedure Number:	3-1-104.1
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-1-104		

Approved: 
President


Chief Human Resources Officer

Date Adopted: 08/10/2009
Date Revised: 10/11/2021

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 dress and appearance guidelines 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.

Employees shall not wear suggestive clothing, athletic clothing, shorts, flip flops, denim, hats, or similar items of casual attire that do not present a professional appearance.

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. Vice Presidents (VPs) may decide upon any additional guidelines for faculty and staff working in labs, shops, or clinical environments. Fridays and non-

instructional days are declared as dress down days when more casual clothing is permitted, with the exception of public events or as designated by the VPs when in the best interest of the College.

III. Fragrances

Many people experience unpleasant physical effects from scented products and some people suffer more severe reactions to these types of products and chemicals. The College expects employees to be considerate of the effects that scented products and fragrances have on individuals. If a student or employee is affected by a specific scent, the employee may be asked to eliminate the cause of the scent.

IV. Corrective Actions

If an employee's dress and/or appearance fails to meet these standards, as determined by the employee's supervisor and, if necessary, Human Resources staff, the supervisors will address the matter with the employee. Progressive disciplinary action as described in the ATC Employee Disciplinary Action Procedure may be followed if subsequent 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.