

Dress Code for the Digital Services Unit

The Libraries' objective in establishing a dress code is to project a professional image for our users while still allowing us to work comfortably in the workplace. The following guidelines should help you determine what is appropriate to wear to work.

Dirty, torn or frayed clothing is not acceptable nor are clothes that are revealing.

Shorts, dresses, or skirts should be no shorter than two inches above the top of the kneecap while standing.

Clothing that has words, terms, or pictures that may be deemed offensive to users or other employees is not acceptable.

Clothing and hair should be in a clean and neat state. No hats or caps are to be worn at the desks.

I HAVE READ AND UNDERSTAND THE DRESS CODE FOR THE DIGITAL SERVICES UNIT.

Employee's Name _____

Employee's Signature _____ Date _____