



Northern Marianas College Procedure

Procedure No.: 5010.20 Procedure Title: Professional Dress
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5010
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The College expects its personnel to present a professional image. This procedure defines the College's dress code

Areas of Responsibility Employees are expected to dress appropriately in accordance with this procedure

Procedure details Employees, both faculty and staff, are expected at all times to present a professional image to students, prospective students and families, and business contacts, as well as the general public. While the College dress code supports casual work attire and encourages appropriate and tasteful self-expression, radical departures from conventional dress or personal grooming and hygiene standards are not permitted. The College has a responsibility both to maintain its professional standards and to prevent the development of any harassing or offensive work environment.

All employees shall maintain a neat and business like appearance at all times, and each employee's dress, grooming, and personal hygiene must be appropriate to the work situation.