



## **ADMINISTRATIVE POLICY | #03.40.06.01 (2025)**

### **TALLADEGA COLLEGE DRESS CODE**

**Policy Title:** Talladega College Dress Code

**Policy Type:** Administrative Policy

**Policy No.:** Administrative Policy – 03.40.06.01 (2025)

**Approval Date:** Administrative Policy #03.40.06.01 (2025)

**Responsible Office:** Office of the President

**Responsible Executive:** The President and All Executive Cabinet Members

**Applies to:** Talladega College Community

#### **POLICY STATEMENT**

**Talladega College** has established the Talladega College Dress Code Policy, which defines dress and grooming guidelines. The purpose of this policy is to promote a consistent, professional image throughout the College. Proper dress, grooming, and personal cleanliness contribute to the morale of all employees and students and affect the business and institutional image that the College presents to students, parents, alumni, and the public. Maintaining a professional, business-like appearance is important to the success of the College.

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## **PURPOSE**

The mission of Talladega College is to equip its graduates for the global community. All employees play a crucial role in this mission and must serve as role models of professionalism and excellence in all campus spaces. Thus, how we present ourselves is a statement about each of us and Talladega College. Our appearance is a message to our colleagues and students. Whether interacting with fellow associates or meeting with customers, our attire aligns with our mission of preparing our students to excel in all workplaces and reflects the rich legacy and sacrifices of thousands before us. Talladega College employees are expected to present a neat, well-groomed, and appropriate business attire at all times, reasonably attuned to contemporary styles and fashions and job functions.

## **SCOPE**

This policy applies to all employees and contractors while representing the College in a work-related functions. Talladega College will maintain a business dress standard for office attire Monday through Thursday.

## **POLICY GUIDELINES**

### **1. General Expectations**

- Clothing should be clean, pressed, and free of stains, rips or frays
- Attire must fit appropriately – not excessively tight, loose or revealing.
- Shoes should be clean and professional in appearance.
- Personal grooming and hygiene must be maintained at all times.

### **2. Acceptable Professional Business Attire**

- Suits (pants or skirts) with shirts, blouses and/or ties.
- Dress slacks, khakis, or skirts with collared shirts or blouses.
- Dress of professional length (knee-length or longer)
- Blazers, cardigan, or professional sweaters
- Shoes, boots, loafers, etc.
- Closed toe or peep-toe shoes.



### **3. Unacceptable Attire**

- T-shirts, tank tops, spaghetti-strap tops without a blazer or cardigan
- Jeans, shorts, leggings (unless under a dress/skirt of appropriate length)
- Saggy pants, midriff tops and white and casual tank tops
- Clothing with offensive or inappropriate graphics or wording
- Sweatpants, sneakers or workout attire, cutoffs, midriffs
- Sheer, revealing, plunging necklines or provocative clothing
- Tennis, flips, beach shoes or slippers
- Excessive jewelry, make-up, and perfumes should be avoided.

### **4. Spirit Fridays and Special Events Business Casual Days:**

On Spirited Friday or designated days, employees may wear more relaxed attire, provided it remains neat, appropriate and free from offensive content. Additional instructions will be provided, as necessary.

The following are acceptable examples of clothing for Spirit Fridays. At all times, clothing should be clean and neat.

- Talladega College logo
- Generic HBCU logo
- Divine 9 (D9) attire
- Khakis, casual slacks,
- Jeans (with the approval of the supervisor)
- Polo shirts or other shirts with collars
- Business casual shoes

**5. Departmental Exception Guidelines:** "Exception Personnel" are those whose job duties require that they wear non-business attire in the workplace. Exception category personnel include, but are not limited to, grounds and facilities, custodian, technical staff whose jobs require industry-related attire, coaches during practice and games, and lab technicians. Uniform Personnel, such as Public Employees Safety Officers, are exempt from this policy. Other departments where a uniform is required, such as facilities, are exempt from this policy.

**NOTE:** The President, Executive Vice President, Vice Presidents, Deans, and Directors may make exceptions on a case-by-case basis due to extenuating circumstances.



## **6. Flexibility**

Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

Deans and Directors may allow exceptions to the Monday through Thursday formal business attire and allow business casual attire as deemed appropriate to meet business needs. However, whether on a business formal or a spirit day, employees who have scheduled meetings both inside and outside of the agency are expected to project a professional appearance.

Notwithstanding Spirit Friday and special days, employees should be mindful of their dress when known guests (e.g., Board of Trustees, parents, alumni, business partners, local, state, or government officials, and others) will be on campus

## **7. Enforcement**

Supervisors are responsible for ensuring compliance with this policy. Employees in violation may be asked to change into appropriate attire or return home to do so, using their personal leave time. Continued non-compliance may result in disciplinary action. Supervisors and managers should seek guidance from their Department head and Human Resources if they have questions or need guidance.

**Remember, a good rule of thumb: If you doubt whether your attire is appropriate...change.**

While no statement can encompass every possible situation, some examples of inappropriate office attire include saggy pants, white and casual tank tops, short skirts and dresses, halter and midriff tops, spaghetti-strap and tank tops, T-shirts (including those with sports logos) or muscle shirts, and flip-flops or athletic shoes. Any tight or revealing clothing, including those with plunging necklines, is unacceptable and does not represent the values and history of this institution.

## **8. Policy Review**

This policy may be periodically reviewed to ensure alignment with organizational standards and higher education expectations.



## **PUBLICATION**

This policy shall be widely published and distributed to the College community. To ensure timely publication and distribution thereof, the office responsible will make every effort to:

1. Communicate the policy in writing, electronically, or otherwise, to the College community within 7 days of approval.
2. Submit the policy for inclusion in the online Policy Library once the library is uploaded.
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

**Next Scheduled Review:** August 11, 2030

**Approved date:** August 11, 2025

**Revision History:** N/A

**Supersedes:** All other policies are rendered void.