APPEARANCE GUIDELINES

Washington College relies on the good judgment of its employees to dress in good taste in a manner fitting and proper for the performance of the employee's work duties. The College recognizes that appropriate dress is a function of the type of work performed by the employee. For example, the dress standards for employees working with the public or in view of the public may be more stringent than those standards applied to employees not working with the public. Employees in certain departments are required to wear uniforms for safety and identification purposes. Employees are to dress consistent with the standards articulated at each work site by the department director or supervisor.

The College, in its sole discretion, will determine when clothing does not meet these requirements. Good personal hygiene is also important in terms of our customers’ favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

REV 05/2013