

Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 10/2023
Division: Human Resources		Reviewed: 6/2005, 2/2010, 5/2019, 12/2020 Revised: 10/2023

#### **4.3.5 GT Professional Attire**

Gwinnett Technical College business professional dress code procedure has been revised to strike a balance between maintaining a professional appearance and allowing employees to express their personal style. This procedure outlines the acceptable attire for business professional dress.

Faculty and Administrative Staff are expected to wear appropriate business attire for their respective areas.

Faculty and staff working in non-air-conditioned labs or around rotating equipment may wear a Gwinnett Tech logo shirt, and if working in laboratories/shops may wear a shop/lab coat to protect one's clothing and provide safety.

Operations staff, maintenance and IT personnel can wear Gwinnett Tech logo apparel/scrubs as decided by the supervisor of each area.

All employees are to wear name badges or picture identification daily.

#### **Dark or White Color Jeans**

Employees are permitted to wear dark or white color jeans as part of their business professional attire. However, the following guidelines must be followed:

- a. Acceptable Jeans Colors: Employees are allowed to wear dark color jeans, including black, dark blue, and other deep, solid color, or white jeans.
- b. Jeans Style: Jeans should be free from excessive distressing, rips, or tears. Skinny jeans, straight-leg jeans, and boot-cut jeans are all acceptable.
- c. Jeans Fit: Jeans should fit well and not be excessively baggy or tight.

#### **Footwear**

To maintain a professional appearance, tennis shoes are not allowed as part of our business professional attire. Employees are encouraged to wear more appropriate footwear, such as dress shoes, loafers, or other professional styles.

#### **Cargo Pants**

Cargo pants are not considered appropriate for our business casual dress code. Employees should refrain from wearing cargo pants during business casual occasions.



### **Upper Body Attire**

When wearing dark or white color jeans, employees must pair them with one of the following upper body attire options:

- a. A collared shirt: This includes dress shirts, button-down shirts, or polo shirts.
- b. Gwinnett Technical College Logo Shirt with a Collar: Employees may wear shirts with the college logo that have a collar.
- c. A Blazer: A blazer can be worn over a collared shirt or college logo shirt to create a polished look.

### **Exceptions**

Occasionally, there may be exceptions to this dress code procedure for special events or casual Fridays. In such cases, employees will be notified in advance of any temporary changes to the policy.

### **Personal Hygiene and Grooming**

Employees are expected to maintain good personal hygiene and grooming standards, which include clean and well-maintained attire.

This dress code policy is designed to ensure that our employees maintain a professional yet comfortable appearance while representing Gwinnett Technical College. It is the responsibility of all employees to adhere to these guidelines. Any questions or concerns regarding this policy should be directed to the HR department.