

I. PURPOSE

It is expected that all employees present a professional manner in both actions and appearance while performing work duties.

II. POLICY

- A. All employees should maintain appropriate standards of neat and professional dress and grooming.
- B. The key consideration in determining what is appropriate work attire is the use of common sense and good judgment, applying the dress standards outlined below.
- C. Employees will adhere to the following dress standards:
 - 1. Work attire should be “business casual”, unless special circumstances require otherwise (i.e. athletic wear or best dress).
 - 2. Clothing should be appropriate for activities such as field trips, conferences, etc.
 - 3. Clothing should fit appropriately – not too tight or too loose.
 - 4. Clothing should be clean, neat, and modest.
 - 5. Footwear should not interfere with safety.
 - 6. Athletic clothes are allowed when appropriate for the situation.
 - 7. Clothing that advertises companies or organizations are only allowed if they are associated with Athlos Academy of Utah.
 - 8. In addition, maintaining a professional appearance includes minimal piercings, no visible tattoos, and no hair dyed unnatural colors.
- D. The Lead School Administrator is responsible for monitoring and enforcing this policy. Repeated policy violations will result in disciplinary action.

Legal References:

[Utah Admin R277-515\(6\)](#)