

## UNIFORMS AND DRESS CODE

### **Purpose/Background:**

To provide clear guidance for the issuance and wear of uniforms, as well as a dress code for team members not issued uniforms.

### **Authority:**

Approved by the Associate Vice President for Facilities Management in consultation with the Office of Human Resources.

### **Applicability:**

The policy applies to all employees of the OU Department of Facilities Management.

### **Timeliness:**

This policy shall become effective on **January 1, 2023**.

### **Definitions:**

**Uniformed Team Members:** Employees issued Facilities Management uniforms. The shops include ADPPAREA, ADPPCARP, ADPPCST1, ADPPELEC, ADPPELEV, ADPPENVR; ADPPHAZM, ADPPLOCK, ADPPMRTP, ADPPPAUP, ADPPPLUM, ADPPREFU, ADPPROAD, ADPPUTIL, PRLG.

**Non-Uniformed Team Members:** Employees not issued Facilities Management uniforms. The shops include ADPPADMN, ADPPENGR, ADPPWORK.

### **Policy Details:**

#### *Dress Code for Uniformed Team Members*

Uniformed team members are required to wear OU Facilities Management issued uniforms during working hours, including scheduled overtime and essential personnel events. Issued uniforms are not required for call-outs, though apparel must follow safety guidelines. Uniforms may not be altered and must be worn properly.

#### *Uniforms:*

*Shirts:* Each new team member will receive two uniform t-shirts upon their hire date. Team members may then select rental options from the department's catalog. ADPPCST1 team members will receive ten t-shirts in lieu of the rental options.

*Outerwear:* After one year of employment, team members will be issued one outerwear garment from the department's catalog.

*Safety Gear:* Headwear, vests, gloves, and safety glasses will be issued by the department as required by the job. Department provided safety gear must be approved by the OU Facilities Management Safety Officer.

*Hats:* Hats are provided as part of the uniform and are optional.

*Pants:* Pants are to be provided by the individual team member. Pants should be jeans, khakis, or other safe material without holes, tears, or frays. Leggings, athletic pants, and shorts should not be worn unless approved by senior leadership. Senior leadership may provide an exemption for safety or high-soil needs.

*Footwear:* Footwear is to be provided by the individual team member. Footwear should be closed-toed, in good condition, and follow Occupational Health and Safety Administration (OSHA) regulations. Specialty footwear defined by OSHA and deemed necessary by the Safety Officer will be provided annually when coordinated through an OU Facilities Management specified vendor. The monetary value and specifications will be determined by senior leadership annually.

### *Dress Code for Non-Uniformed Team Members*

Non-uniformed team members shall wear business professional attire or business casual attire that presents a professional image and is appropriate to the team member's workspace. OU Facilities Management issued attire may be worn in lieu of business attire.

*Business professional attire* - consists of a business dress, suit or sport jacket with skirt or dress slacks, dress top or dress shirt with collar with or without a tie. Sweaters may be worn as desired.

*Business casual attire* - consists of dress shirts and polos, slacks or pants; skirts and dresses to the knee.

*Footwear* shall be clean, present a professional image, and be appropriate to the workspace. Flip-flops and sandals are not authorized.

*Inappropriate Attire:* uncovered leggings, athletic pants, shorts; Spaghetti straps, tank tops, and strapless attire.

### *Team Member Responsibilities*

Team members are required to sign for issued uniforms, and the uniforms are considered department property and to be returned in the event of termination of employment or anytime on demand. At the end of employment, uniforms must be returned within five business days. If not returned, the team member will be charged the taxable value of any unreturned uniforms.

Upon issue, department uniforms become the responsibility of the team member for maintenance and care. In the event a uniform needs repair or replacement, team members will be required to return the uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of uniforms may result in disciplinary action.

### *Leadership Responsibilities:*

It is the responsibility of department leadership to ensure team members are complying with the uniform and dress code policy. Team members not complying with the policy may be sent home and/or receive disciplinary action.

Team members may receive an exemption to provisions of this policy by department senior leadership.

Facilities Management may issue new uniforms periodically or require uniforms to be returned for special purposes. Team members will be given notice of the exchange, and the department will provide suitable replacement uniforms.

### **Revision History:**

January 2023: Initial program implemented.