

TO: Mail Services Employees

FROM: Amanda Bales, Supervisor

SUBJECT: Dress Code Policy

You, as employees, represent our department as you deliver mail and parcels throughout the campus community. As such, you must present yourself in a professional manner at all times and wear clothing appropriate to meet and serve the public.

Please do not wear:

- Ripped, dirty or overly worn out clothes. It maybe comfy to wear at home or during finals week, but not appropriate for here.
- Short shorts or skirts. If you can't bend over or squat comfortably without revealing secrets then it's not for work. Remember: crack kills.
- Clothing with logos or sayings that are NSFW (sex, drugs, alcohol, profanity... stuff like that)
- Halter tops, tube tops or skin tight spaghetti strap tank tops (PAUL!)
- Any open toed shoes such as flip flops, sandals and anything open toed.
- Exercise apparel: No sweats, muscle shirts, leggings or **yoga pants**. If you'd wear it to run a marathon or go to the HWC, then it's too casual.

Appropriate clothing for work includes:

- Jeans or khakis
- Tennis shoes, boots, flats... basically if you can walk across campus without breaking them (or your ankle) they're probably good.
- Clean shirts that are not too loose fitting. Loose fitting clothes catches on boxes, doorknobs and gearshifts. This compromises your clothing and your safety.
- Raincoats, windbreakers and coats are suggested for inclement days; it makes classes really uncomfortable when you're soaking wet after work.
- During Dead/Finals week thematic onesies are acceptable.