

# DEPAUL UNIVERSITY

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## Business Appearance and Attire

**Category:** Human Resources

**Responsible Department:** Employee Relations and Equal Employment Opportunity

**Responsible Officer:** Vice President of Human Resources

**Effective Date:** 8/24/2016

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### Policy Summary

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The purpose of this policy is to establish guidelines for appropriate business appearance and attire. This policy is not intended to restrict items of dress worn or appearance necessary for purposes of religious or cultural expression.

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### Scope

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This policy affects the following groups of the University:

- Hiring/Supervising Managers
- Full-Time Staff
- Part-Time Staff
- Student Employees

This policy affects all members of the above groups, as well as faculty members who supervise staff.

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### Policy

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It is essential that DePaul University employees present a professional image to students, alumni, and the public. As part of that image, it is imperative that all employees dress appropriately.

Decisions regarding appropriateness of professional dress are made at the discretion of individual academic and administrative officers. These officers have the responsibility for communicating these decisions to supervisors. Supervisors should convey these guidelines to their employees and regularly disseminate information, as necessary, related to department dress standards.

Supervisors may require business attire for certain functions, when duties of the day, or time of year require business attire. It is the responsibility of each department supervisor to ensure that the guidelines are followed.

Employees are also expected to observe and maintain proper habits of personal grooming and hygiene at all times.

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## **Procedures**

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- Academic and administrative officers set the standards for appropriate business dress and communicate the standards to supervisors.
- Department supervisors are responsible for conveying these guidelines to new and current employees which includes the application of the policy and regular dissemination of the guidelines.
- Issues regarding clarification and interpretation of this policy are the responsibility of the Vice President for Human Resources.

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## **Divisional Collaborations**

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None.

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## **Contact Information**

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### **Office of Human Resources**

#### **Mailing Address:**

1 East Jackson Boulevard  
Chicago, Illinois 60604

#### **Office Location:**

14 East Jackson Boulevard  
13th Floor  
Chicago, Illinois 60604

(312) 362-8500

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## **Appendices**

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None.

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## **History/Revisions**

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Origination Date: 06/12/2000

Last Amended Date: 05/18/2020

Next Review Date: N/A