



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Appropriate Attire Policy	All Employees	Provide employees with the guidelines associated with appropriate dress at the University	7/1/22	Associate VP HR & Organizational Development	1

All employees represent the University. As such, it is expected that they present an acceptable appearance and meet the appropriate standards of the department in which they work during working hours. It is a requirement that employees arrive to work neat, clean, presentable, and dressed in attire that is appropriate for their job. Modesty and good taste should govern in the selection of an individual's attire. Employees may dress in accordance with their full-time gender expression.

Department leaders and supervisors have the responsibility to enforce standards of appropriate attire based on their specific area of responsibility. The University reserves the right to require that an employee alter attire that the University considers inappropriate, this may include sending the employee home to change. Employees should consult with their supervisor as to what is acceptable attire.

The University will reasonably accommodate an employee's religious beliefs in terms of workplace attire, unless the accommodation creates an undue hardship or safety issue. Employees requesting a workplace attire accommodation based on religious belief should contact the Human Resources Department.

Employees who are required to wear a uniform to perform their duties, i.e. police, facilities, and mailroom staff should adhere to the guidelines of their department and/or collective bargaining agreement.

NOTE: As a result of COVID-19, employees were required to wear a face covering on campus. That requirement was lifted in March 2022; however, the University will continue to assess the need to implement again in the interest of maintaining a safe work environment for faculty, staff, and students. If this requirement is enacted again in the future, it is the expectation of the University that the face covering will not be explicit, discriminatory, derogatory, violent, offensive, or otherwise contain inappropriate content.