



Dress Code Policy

Purpose: To ensure all employees present themselves in a professional manner that reflects the University's values and standards.

The Division of Research & Innovation has established the following Business Casual Dress Code Policy, which defines dress and grooming guidelines. The purpose of this policy is to promote a consistent, professional image throughout the university. Proper dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business and institutional image that the university presents to students, parents, alumni, and the public. Maintaining a professional, business-like appearance is important to the success of the university.

Scope: This policy applies to all employees of Research & Innovation.

Business Casual Guidelines:

Acceptable Business Casual Attire includes, but is not limited to

- slacks
- khakis
- capris
- golf shirts
- shirts with a finished neckline
- skirts
- dresses
- turtlenecks
- sweaters
- clothing and shoes must be neat and clean
- University designated scrubs (specific to LARC staff)

Unacceptable Business Casual Attire includes, but is not limited to

- tee shirts
- sweatpants
- shorts
- sweatshirts
- workout attire
- cutoffs

- beach attire
- halter and spaghetti strap dresses,
- tank tops,
- miniskirts,
- short skirts,
- spandex and Lycra
- dresses or skirts that are excessively short
- clothes that are too tight, too small, sheer or clothing that otherwise is revealing, distracting, or provocative and
- tennis shoes (with the exception of the LARC staff)
- flipflops
- beach shoes or
- slippers

Casual Friday

As a benefit to our employees, Fridays are Spirit Friday. The following are examples of clothing that are acceptable.

- University of Texas at El Paso logo attire
- khakis
- jeans **free of** frays, rips, and tears
- casual slacks
- presentable sneakers
- polo shirts or other shirts with collars
- at all times, clothing should be clean and neat

Students Dress Code Guidelines:

Student employees are expected to dress in a manner that reflects professionalism and respect for the workplace environment.

- Attire should be neat, clean, and appropriate for an office setting