

## **PERSONAL APPEARANCE AND DEMEANOR**

Discretion in style of dress and behavior is essential to the efficient operation of the University. Employees are required to dress in appropriate business attire for their position and to behave in a professional business like manner. Please use good judgment in the choice of work clothes if not required to wear a uniform. Remember to conduct yourself at all times in a way that best represents you and the University.

Employees are expected to maintain proper personal hygiene including:

1. Bathing daily and using deodorant,
2. Keeping hair clean and neat,
3. Keeping finger nails neat and clean (some restrictions may apply to length and to nail polish for certain positions based on departmental policy), and
4. Washing hands with soap and water before going to work, after using the toilet, after smoking a cigarette, after handling food waste, garbage, dirty dishes, rags, blowing your nose, coughing, sneezing, or handling anything that is unclean.