

Employee Dress Code - Policy & Procedures

1.0 Purpose

- 1.1 This policy provides instructions for understanding, selecting, and maintaining appropriate attire, as well as emphasizing cultural sensitivity and personal grooming standards.

2.0 Scope

- 2.1 This policy applies to the entire AUIB community, which includes students, staff, faculty, visitors, guests, contractors, and all individuals associated with the institution.

3.0 Definitions

- 3.1 Dress code - refers to the set of established guidelines and standards issued by AUIB, outlining the appropriate attire and grooming expectations for staff members.

4.0 Policy

- 4.1 A professional and presentable personal appearance is crucial for cultivating and upholding a positive public perception. All members of the AUIB community are required to dress appropriately, aligning their attire with the tasks they undertake and the constituents they interact with, while respecting the cultural norms of Baghdad. Additionally, individuals are expected to consistently uphold high standards of personal grooming and hygiene as an integral part of their professional conduct.

- 4.2 When teaching, or holding office hours, or in any official capacity with students and colleagues, faculty members and instructors should dress appropriately.

4.2.1 Clothing must be appropriately sized and properly cleaned to maintain a neat and tidy appearance.

4.2.2 The social norms of Baghdad should be taken into consideration when dressing.

4.2.3 Denim (jeans) is generally not considered appropriate attire, except on Thursdays, unless explicitly approved by the department supervisor.

4.2.4 Shorts and hats are permitted only if they are part of an issued University uniform.

- 4.3 University employees may follow a slightly less formal dress code on Thursdays.

4.3.1 All employees are permitted to wear business casual attire on Thursdays, including denim jeans in good condition. Jeans with holes are not allowed.

4.4 Employees must always dress suitably for their role and present themselves professionally.

4.5 If faculty members/instructors are invited to welcome groups of VIP and delegations, the ideal dress code is a dark/navy blue suit (as blue is best for photos). If dark/navy blue is not an option, an alternative is a gray or dark charcoal suit. Black suits should be reserved for evening events or very formal events.

4.6 Appropriate shoe attire includes:

- Dress shoes are appropriate for standing/walking on campus.
- Dress boots are appropriate for standing/walking on campus.
- Leather dress shoes, loafers, and boat shoes.
- High or mid-heeled shoes or dress sandals, dressy flats, or dressy mules.

4.7 The following list is not exhaustive but includes, at a minimum, items of attire and wardrobe choices that are specifically prohibited:

- T-shirts of any kind, including those with the University logo.
- T-shirts unless authorized by the supervisor for a specific task or college event.
- Sports jerseys.
- Sweatshirts.
- Halter tops, tank tops, spaghetti straps.
- Undershirts.
- Midriff blouses, bare shoulders or off-the-shoulder shirts.
- Hip huggers, low-rise pants/slacks.
- Overalls.
- Tight-fitting or revealing garments, including spandex.
- Flip flops, shower shoes, beach shoes, house slippers, and Crocs.
- Shorts, caps, or hats
- Jeans with holes and/or tears.

4.7.1 It's improper to wear clothing that is wrinkled, torn, filthy, or frayed.

4.7.2 It is not appropriate to wear any attire that contains statements, phrases, or images that might offend other workers.

4.7.3 Visible tattoos should be covered.

4.8 Employees with questions about appropriate attire should consult their direct supervisor.

4.9 Employees are expected to consistently maintain proper personal grooming and hygiene habits.

4.10 Wearing name badges or other forms of identification is required of all employees.

- 4.11 Individuals residing on campus are permitted to wear casual clothing in line with the overall dress code policy. However, attire should remain neat, clean, and respectful of cultural norms.
- 4.12 Individuals engaging in sports and physical activities within gym and athletic facilities are required to wear sport suits that not only adhere to appropriate athletic wear standards but also respect Iraqi culture and behaviors.
- 4.13 When engaging in activities that necessitate protective gear, including outdoor work, athletic activities, or laboratory tasks, individuals at AUIB must strictly follow the specified safety guidelines and wear the suitable protective gear provided by the university.
- 4.14 All employees are required to wear specified personal protective equipment as per their job tasks and associated risks.
- 4.14.1 All employees working in construction sites and road maintenance must wear high-visibility reflective gear. Reflective vests or jackets must be worn over regular attire during duty hours.
 - 4.14.2 Employees exposed to eye hazards due to debris, chemicals, or other risks must wear approved safety glasses.
 - 4.14.3 Workers engaged in tasks with potential crushing hazards, heavy objects, or electrical risks must wear suitable safety footwear. This includes steel-toed boots or protective shoes.
 - 4.14.4 Individuals exposed to airborne contaminants, hazardous fumes, or respiratory irritants must use appropriate dust masks, respirators, or other approved devices.
 - 4.14.5 Workers in areas with falling objects or overhead hazards must wear hard hats or helmets.
- 4.15 All AUIB faculty members/instructors have the choice to utilize the services of a tailor who visits the campus. Services offered include business suits and/or casual clothes. HR will need contact information to make an appointment.

5.0 Procedures

- 5.1 HR may maintain records of dress code violations, related discussions, and any actions taken.
- 5.2 Supervisors communicate the dress code expectations clearly to their team or department. If a team member's attire is not in compliance with the dress code, supervisors provide constructive feedback on how to align with the guidelines.

- 5.3 All AUIB employees, contractors, students, and visitors/guests should become acquainted with AUIB's dress code policy and its requirements. This information is accessible through official communication channels, including the university's website and employee handbooks.
- 5.4 Individuals should refer to the dress code guidelines provided in the dress code. These guidelines outline acceptable clothing options, footwear, and accessories.
- 5.5 Attire should be selected based on the specific context, such as classes, meetings, presentations, or official events.
- 5.6 Individuals should respect and adhere to the cultural norms and sensitivities of Baghdad when choosing attire.
- 5.7 If there are uncertainties regarding appropriate attire for a particular occasion, staff members should consult their immediate supervisors or relevant administrative personnel for clarification.
- 5.8 Supervisors may provide constructive feedback to employees if there are concerns about dress codes.
- 5.9 In circumstances where employees fail to address feedback provided by their immediate supervisor, the Human Resources Department (HR) may initiate additional disciplinary measures following the guidelines outlined in AUIB's Behavioral Intervention Policy.
- 5.10 All instances of non-compliance leading to disciplinary actions or corrective recommendations will adhere to the established record-keeping and review process within HR.
- 5.11 Faculty members may provide guidance to students who are not complying with the dress code.
- 5.11.1 Continued non-compliance by students may result in counseling or referral to the Student Affairs Office for further action.
- 5.12 Staff members responsible for hosting visitors or guests should communicate the dress code expectations politely if non-compliance is observed.
- 5.12.1 If visitors or guests do not adhere to the dress code, they may be denied entry to certain areas or events as deemed appropriate.
- 5.13 Project supervisors or designated representatives are responsible for addressing non-compliance among contractors.
- 5.13.1 Contractors repeatedly not adhering to the dress code may be subject to discussions between the project supervisor and their management, potentially affecting their ongoing relationship with AUIB.

5.14 Ensuring that affected individuals are afforded an opportunity for appeal, the Behavioral Intervention Policy will be the guide.

Related Policies and Documents

Human Resources Handbook

Faculty Handbook

Behavioral Intervention Policy