

Messiah College
**Facility Services Dress Code
Policy and Procedure**

Policy: The comfort and safety of employees as well as respect for the standards of students and customers are both recognized in the Facility Services dress code policy. We believe professionally dressed employees reflect our commitment to enhancing the quality of service for the students and customers and convey a positive image to the campus community.

All Facility Service employees are required to follow general dress standards. Facility Service employees are required to purchase and wear clothing that meet the guidelines of this policy.

Facility Services management expects all Facility Service employees to be dressed appropriately for their responsibilities and to maintain a neat, clean, in good condition and professional appearance at all times, including holiday dress, theme dress and casual dress days.

In consideration of the students/customers we serve and in order to create a safe environment, modesty is an important issue; therefore clothing should be in good taste and appropriately respectful of student/customer preferences and the values of our Christian heritage.

Facility Services requires specific dress for each department. Facility Maintenance and Grounds are required to wear dark blue work pants, or clean neat jeans with a dark blue or light blue shirt. Campus Events staff are required to wear clean neat jeans, charcoal or navy work pants with blue/white pin stripe shirts, dark/light blue polo shirts or any color Messiah wear shirt with a collar. Campus Events employees may wear "Messiah College" t-shirts on Fridays (Third Shift on Thursdays) with the exceptions of the weeks of Commencement, Homecoming, Board of Trustee meetings and other days as communicated in advance by the manager. There may be special events that certain employees are asked to dress in a more professional manner. During the summer months (beginning the Tuesday following Memorial Day until the week prior to students returning to campus) employees in the departments are permitted to wear shorts that match the standard colors listed above. Grounds are permitted to wear khaki shorts in the summer as well. Personal Protective Safety equipment, such as eye protection, gloves, and aprons will be provided by the college when necessary.

Any Facility Maintenance staff that has any exposure to Arc Flash is

required to wear the PPE provided by the college for proper Arc Flash protection. It is recommended that maintenance staff that performs any electrical work exposing them to live circuits should wear 100% cotton clothing.

Facility Service Management or Facility Service Administrative support positions, which do not require uniforms, must follow the standard dress guidelines (business casual) for dress code and personal appearance. Neat clean jeans may be acceptable at times at the discretion and approval of the Director.

Name and photo badges permit our students/customers and visitors to easily recognize employees and create a safe environment. All employees are provided a name and photo badge, which must be with the employee at all times while on duty. If the badge is lost, a replacement may be purchased through the Card Service Department. Badges should not be pierced by any items. Service awards, seasonal pins and other items may be added by using an extender or plastic pocket for badge.

Watches, school rings, wedding rings or engagement rings are generally permitted depending on the employees responsibilities. Employees are to refrain from wearing jewelry such as long dangling earrings, loose-fitting bracelets and necklaces when working in a mechanical setting because they could become a hazard to the employee or student/ customers.

Visible tattoos considered excessive or offensive are not appropriate. Judgments about the nature of tattoos will be made in light of safety and in consideration of modesty by your direct supervisor and when necessary in conjunction with the Vice President for Operation. Visible body piercings are acceptable at the discretion of the immediate supervisor and the Vice President for Operations.

Hair, including facial hair, must be clean and neat. Employees with job responsibilities involving mechanical equipment are required to restrain long hair by braid, bun, net, or similar fashion to ensure it does not interfere with job duties or create a safety hazard.

Water resistant or water-proof athletic or walking shoes, leather or leather type sneakers, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. All shoes are to be in good condition and present a positive image. These guidelines for footwear apply to holiday, theme and casual days as well.

Excessive use of cosmetics or fragrances is not permitted as these may cause allergic reactions for students/ customers or fellow employees.

Inappropriate slacks or pants include sweatpants, exercise pants, shorts (seasonal exceptions may be approved by individual department Managers), bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking. Full-length pants and ankle length pants are acceptable for Administrative Support employees. Crop pants and capris are acceptable for casual days, or as an alternative for wearing shorts in the summer; jeans are acceptable for employees in the Maintenance, Campus Events, and Grounds departments. Jeans are to be in good condition with no frays or holes.

Polo shirts, dress shirts, sleeveless tops, sweaters, golf-type shirts, and turtlenecks are acceptable attire for normal business days and casual days. Inappropriate attire includes: tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; shirts with offensive advertisements; halter-tops. Shirts and tops are to have an appropriate neck line in-line with the modesty standard.

Holiday dress, theme dress and casual dress days will be determined by department Managers. These days will be announced in advance and any dress designated for these days will consider both the preferences of our students/customers and safety risks. All of the guidelines above apply to these days; however, on holiday, theme and casual dress days any Facility Service employee may wear jeans, t-shirts and sweatshirts following the good taste guidelines above.

Remember that when choosing clothing for this working environment, respect for the perspective of the students/customers we serve, propriety and safety should be foremost considerations.

Procedure:

Responsibility _____ Step Action

Hiring Manager

- 1 Inform all new employees of the general Dress Code policy so that they may be appropriately dressed for work.
- 2 All Managers, Supervisors and employees are responsible for insuring adherence to the dress code.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

X Approved ___ Reviewed ___ Revised

Amanda Coffey, Vice President for Human Resources and Compliance



Kathrynne G. Shafer, Vice President for Operations



Brad Markley, Director of Facility Services



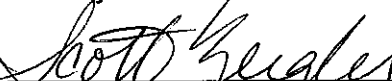
Dan Smith, Facility Maintenance Service Manager



Pete Ramsey, Grounds Services Manager



Denise Blackley, Administrative Coordinator, Facility Services



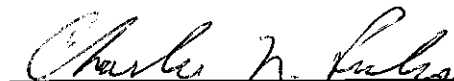
Scott Zeigler, Campus Events Manager



Dan Soltis, Facility Maintenance Supervisor



George Blackburn, Campus Events Day Time Administrator



Chuck Pulis, Campus Events Night Time Administrator