



MEMORANDUM

TO: FACILITIES PLANNING & MANAGEMENT

FROM: JAMES R. SEARS, ASSOCIATE VICE PRESIDENT 
ANGELA C. STRICKLAND, DIRECTOR OF BUSINESS SERVICES 

SUBJECT: **DRESS CODE GUIDELINES (RE-ISSUED)**

DATE: **JUNE 7, 2011** -ORIGINAL DATE: MAY 7, 2010

Facilities Planning & Management is a professional workplace. There are certain expectations from vendors, customers, colleagues and management as to an acceptable level of dress while conducting business. Therefore, effective immediately FP&M staff (this includes professional, managerial, business, clerks, secretaries and students) is required to adhere to the following dress code guidelines. Effective April 26, 2010.

1. Acceptable (Business attire)
 - a. Dress slacks
 - b. Dress skirts
 - c. Sweaters
 - d. Blouses
 - e. Dresses
 - f. Collars for men
2. Unacceptable
 - a. Blue jeans **including dresses and skirts (except on Fridays)**
 - b. Sweat pants
 - c. Sweatshirts
 - d. T-shirts **(No writing unless WSU)**
 - e. Shorts
 - f. Undergarments should not be visible
 - g. No flip flops
 - h. Spandex
 - i. Any tank tops must be covered or minimally two-inch width strap.

While Friday has been deemed as casual day it is not expected that jeans with tears, rips, and stone washed as acceptable dress. **In addition, jobs that may require you to work in a questionable environment your judgment should be used for appropriate dress.**