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WSU 1-line logo

Facilities planning and managemenT

**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 )
2. Dress slacks
3. Dress skirts
4. Sweaters
5. Blouses
6. Dresses
7. Collars for men
8. Unacceptable
9. Blue jeans **including dresses and skirts (except on Fridays)**
10. Sweat pants
11. Sweatshirts
12. T-shirts **(No writing unless WSU)**
13. Shorts
14. Undergarments should not be visible
15. No flip flops
16. Spandex
17. 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**.