5454 Cass Avenue

Detroit, Michigan 48202

WSU 1-line logo

Facilities planning and managemenT

**MEMORANDUM**

To: Facilities Planning & Management Professional and Business Staff

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 the staff 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**.