

**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 (REVISED)**

DATE: MAY 7, 2010

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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 )
  - 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.**