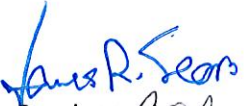



MEMORANDUM

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: March 19, 2012, Re-issued: 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), skinny jeans should not be worn at all.
 - 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
 - j. Hats

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