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Facilities Planning and Management

**MEMORANDUM**

5454 Cass Avenue

Detroit, Michigan 48202

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 11, 2014, Re-issued: 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 )
2. Dress slacks
3. Dress culottes or capri pants no shorter than two inches below the knee
4. Dress skirts
5. Sweaters
6. Blouses
7. Dresses
8. Collars for men
9. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.
10. Unacceptable
11. Blue jeans **including dresses and skirts (except on Fridays), skinny jeans should not be worn at all.**
12. Sweat pants
13. Sweatshirts
14. T-shirts **(No writing unless WSU)**
15. Shorts
16. Undergarments should not be visible
17. No flip flops
18. Spandex
19. Any tank tops must be covered or minimally two-inch width strap
20. Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

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**.