

BUSINESS CASUAL AND GANNON CASUAL DRESS GUIDELINES

Introduction:

Gannon encourages administrators and staff to present a professional appearance and image at all times. Common sense, good taste, good judgment and professionalism should be reflected in the personal appearance of all employees. It is understood that one standard cannot be applied to each work environment. Some positions involve functions that are best performed in standard business attire while others are best performed in attire better suited to physical activity. In certain areas, management may determine that the nature of the work requires wearing jeans or other work clothes. Department directors should be able to answer questions that may arise.

Guidelines:

Business Casual attire is a slightly more relaxed standard than traditional business attire. Business Casual attire is acceptable to wear on Fridays or the last scheduled workday of any workweek throughout the year and everyday during the summer months (dates will be designated annually). Employees should take their day's schedule into consideration when determining if traditional business attire or business casual would be more appropriate. Business casual includes the following:

Men's Business Casual

- Jackets and neckties not required.
- Shirts with collars, sweaters and turtlenecks including those with Gannon logos are acceptable.
- Gannon sweatshirts are acceptable.

Women's Business Casual

- Suits and jackets not required.
- Capris and skorts are acceptable.
- Polo shirts are acceptable.
- Gannon sweatshirts are acceptable.

Gannon Casual attire is intended to promote the identity and spirit of Gannon University on **Fridays during the summer** and is a slightly more relaxed standard than Business Casual. Gannon Casual expands on Business Casual and includes wearing jeans and sneakers when worn with Gannon logo apparel or with Gannon's colors.

Business Casual or Gannon Casual DO NOT Include:

- Athletic, exercise-wear (i.e., spandex, tights, sweat suit sets, etc.)
- Spaghetti strap or strapless sundresses (without a jacket)
- Shorts
- Muscle shirts, tank tops or midriiffs
- Jeans (except for Gannon Casual)
- Ripped, torn or patched clothing or cut-offs
- Sneakers (except for Gannon Casual)
- T-shirts
- Casual sandals, flip flops and hiking boots

Responsibility:

Employees: Because it would be impossible to define every example of what is permitted and not permitted, it is the responsibility of administrators and staff to exercise good judgment when choosing clothing for Business Casual attire or Gannon Casual attire, taking into consideration the day's business activities and business needs when making their selections.

Management: It is the responsibility of deans, directors, chairs and supervisors to lead by example and to counsel administrators and staff on acceptable Business Casual attire or Gannon Casual attire; to provide direction on the dress expectations for your work unit; and to provide direction on situations where traditional business attire is required.