



**Administrative Policy #03.30.04.02. (2022)**  
**Denmark Technical College Dress Code**

**Policy Title:** Denmark Technical College Dress Code

**Policy Type:** Administrative Policy

**Policy No.:** Administrative Policy - 03.30.04.02(2022)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:** 0-1-100.1

**Approval Date:** Administrative Policy #03.30.04.02 (2022)

**Responsible Office:** Office of the President

**Responsible Executive:** The President and All Executive Cabinet Members

**Applies to:** Denmark Technical College Community

**POLICY STATEMENT**

**Denmark Technical College** has established the Denmark Technical College Dress Code Policy, which defines dress and grooming guidelines. The purpose of this policy is to promote a consistent, professional image throughout the College. Proper dress, grooming, and personal cleanliness contribute to the morale of all employees and students and affect the business and institutional image that the College presents to students, parents, alumni, and the public. Maintaining a professional, business-like appearance is important to the success of the College.

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## **PURPOSE**

How you present yourself is a statement about you and Denmark Technical College (DTC). Whether interacting with fellow associates or meeting with customers, your attire says a lot about you. DTC employees are expected to present a neat, well-groomed, and business attire **at all times**, reasonably attuned to contemporary styles and fashions.

### **Administrative Policy - 03.30.04.02(2022) Denmark Technical College Dress Code Policy**

## **PROCEDURES:**

Denmark Technical College will maintain a business dress standard for office attire Monday through Thursday. While no statement can contain every possible situation, some examples of inappropriate office attire include short skirts and dresses, halter and midriff tops, spaghetti-strap and tank tops, T-shirts (including those with sports logos) or muscle shirts, and flip flops or athletic shoes. In addition, clothing with inappropriate or offensive wording or graphics and torn or ragged clothing are not permissible. Excessive jewelry, make-up and perfumes should be avoided. Any tight or revealing clothing, to include plunging necklines, is unacceptable.

Spirit Fridays: As a benefit to our employees, Fridays are designated as DTC Spirit Day! The following are examples of clothing that are acceptable; Denmark Technical College logo attire, khakis, casual slacks, and with the approval of the supervisor, employees may wear jeans free of frays, rips, and tears, with polo shirts, or other shirts with collars, and business casual shoes. At all times, clothing should be clean and neat. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

Division Directors may allow exceptions to the Monday through Thursday formal business attire and allow business casual attire as deemed appropriate in order to meet business needs. However, whether on business formal or a spirit day, employees who have scheduled meetings either inside or outside of the agency are expected to project a professional appearance. Additionally, employees should be mindful of their dress when known guests (e.g., Area Commission members, business partners, local, state, or government officials, etc.) will be on the campus.

Individuals should use sound judgment in determining appropriate attire. When an employee's dress does not comply with established standards and is viewed as inappropriate, he/she may be asked to go home and change. Employees will be required to take annual leave for time away from Denmark Technical College for this purpose.

## **Business Casual Guidelines:**

- Acceptable Business Casual Attire includes, but is not limited to slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, or sweaters. Clothing and shoes must be neat and clean.
- Unacceptable attire includes, but is not limited to non DTC tee shirts; sweat pants, shorts, sweatshirts, or workout attire; cutoffs; beach attire; halter and spaghetti strap dresses, tank tops,



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spandex and lycra dresses or skirts that are excessively short; clothes that are too tight, too small, sheer or clothing that otherwise is revealing, distracting, or provocative; and tennis shoes, flip-flops, beach shoes or slippers.

**Remember, a good rule of thumb: If you doubt whether your attire is appropriate...change.**

NOTE: The President, Executive Vice President, Vice Presidents, Deans, and Directors may make exceptions on a case-by-case basis due to extenuating circumstances.

Departmental Exception Guidelines: “Exception Personnel” are whose job duties require that they wear non-business attire in the workplace. Exception category personnel include but are not limited to, technical staff whose jobs require industry-related attire, coaches during practice and games, and lab technicians. Uniform Personnel such as Public Employees Safety Officers are exempt from this policy. Other departments where a uniform is required, such as facilities, are exempt from this policy.

## PUBLICATION

This policy shall be widely published and distributed to the College community. To ensure timely publication and distribution thereof, the responsible office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the College community within fourteen (14) days of approval.
2. Submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval.
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

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**Next Scheduled Review:**     **January 17, 2026**

**Approved date:**             **January 17, 2023**

**Revision History:**         **TBD**

**Supersedes:** Friday Dress Code Policy

## RELATED DOCUMENTS:

College Organizational Chart  
Policy Library