



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Dress Code Guidelines for Non Research Staff

Policy Type:
Human Resources

Policy Owner(s):
Human Resources Manager

Policy contacts:
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POLICY STATEMENT

The Masonic Cancer Center has developed and adopted the following dress code guidelines to provide employees with a general guide to workplace attire that is complementary to conducting day-to-day business in a professional environment. Appropriate dress may vary by work group or the day's activities. Clothing should be consistent with safety standards and appropriate for an individual's role. In all cases, appropriateness will be determined by the best judgment of the supervisor. Minimum standards are identified below.

Professional Casual Dress

The standard for most cancer center workers shall be "professional casual". Clothing must be neat, clean and in good condition. Appropriate professional casual dress typically includes slacks or khakis, dress shirt or blouse, polo shirt, a dress or skirt at knee-length or length at which you can sit comfortably in public, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

Maroon and Gold Fridays

Staff may choose to show their pride in the University of Minnesota by wearing maroon and gold attire, including University logo t-shirts/sweatshirts, on Fridays. Jeans are also permitted.

Professional Business Dress

Employees should dress for their day, choosing more *professional business* dress for meetings with faculty or administrative leaders, community members and special events (e.g. SAB, CAB, Masonic events). Examples of business dress include suits or blazers, long-sleeve shirts, ties, moderate closed toe shoes.

Unacceptable Attire

Revealing, tight or excessively baggy clothes are not appropriate. Other examples of unacceptable attire are T-shirts with writing/logos; tank tops, midriff length or spaghetti strap tops, short shorts; beach wear, workout clothes; jeans with holes or tears in them; and flip flops. If you're not sure whether a garment is appropriate for work, please err on the side of caution and choose something else to wear. Employees who come to work dressed unprofessionally will be asked to leave and return in appropriate attire. Any absence from work because of an employee's lack of judgment may be considered an unexcused absence.