

GEAR UP DRESS CODE POLICY

GEAR UP recognizes that all employees act as representatives of the program, schools, UVU; and should be dressed accordingly. Proper dress and grooming contribute to the professional image of GEAR UP and how the program is presented to students, parents, the public, and its associates. Our standard dress code is **business casual**, and employees should use their best judgment to dress professionally and appropriately for their work environment. Attire should not be disruptive, offensive, or make others uncomfortable.

Guidelines for GEAR UP Utah - All Staff

- All employees are expected to be well-groomed and to have good hygiene. Styles influenced by religious or cultural practices are respected.
- Attire should be appropriate for a professional setting; workout clothing, athletic wear, and outdoor activity gear are not suitable for work.
- It is appropriate to wear comfortable footwear in good condition while at work or when attending an event or activity that requires a lot of walking.
- All employees are expected to dress professionally and required to avoid anything that is revealing or inappropriate.
- All attire should be clean and in good shape and required to avoid any attire that is faded or with rips, tears or holes. Jeans in good condition are permissible.
- All employees are required to avoid attire with offensive or inappropriate drawings or sayings. Avoid attire that is religious or political
- Employees working in schools must adhere to the dress code policies of their assigned schools.

Guidelines for GEAR UP Utah Optional Casual College-Wear Friday- All Staff

GEAR UP allows an **optional Casual College-Wear Friday**, where staff may wear college-branded apparel. However, employees should still maintain a professional appearance.

Exceptions:

- Business attire is required when attending meetings outside of the GEAR UP UVU office or assigned high school.
- When visiting a high school or college, employees should avoid wearing apparel representing a different high school or college.

*This policy ensures that all staff present a professional and unified image while allowing flexibility for comfort and school engagement.