

## CODE OF CONDUCT POLICY

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### OFFICE ATTIRE GUIDELINE:

1. The appearance of employees affects the way that community and visitors view FBSU. It is important for employees to project an air of professionalism both in their dress and in their manner. Members of the community expect that the staff at FBSU be neatly groomed and appropriately dressed for a work environment.
2. Appropriate business dress, grooming and personal cleanliness standards do contribute to the morale of all employees and affect the business image the University presents to students, visitors and the public. Therefore, during business hours and while on University business or premises, employees are expected to present a clean appearance and to maintain acceptable personal hygiene standards.
3. The Office Attire Policy relies to a great extent upon the good judgment of employees. Neat appearance is required at all times. If a question arises about the appropriateness of particular items of clothing, these should be resolved by employees and their supervisors or Department Heads.
4. HR department can provide guidance to employees and managers about the appropriateness of work attire.
5. This policy is in effect at all times, and applies to all employees except those exempted due to the nature of their employment such as personnel conducting field work and cleaning and building maintenance staff.
6. In the event that a Department Head finds clothing to be unacceptable, an employee will be sent home to change to appropriate attire.
7. This policy relies to a great extent upon the good judgment of the Employees. If an Employee is not sure of the appropriateness of a particular item of clothing, the Employee should choose not to wear it.

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