

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-114

1 May 2016

BUSINESS CASUAL POLICY

1. PURPOSE

The Citadel has worked hard to develop an image and reputation of honor, leadership, and pride. Each employee's demonstrated actions of professionalism contribute toward our image and reputation. Professionalism is demonstrated through our conduct, our responsiveness to internal and external customers, our ethics and integrity, and our personal appearance. The Business Casual Policy is designed to ensure that the personal appearance of all employees is one that continues to promote The Citadel as a professional organization that exemplifies excellence.

2. REFERENCE

None.

3. DEFINITIONS

- A. Casual Shirts: Acceptable garments include casual shirts and blouses, golf and polo shirts. Inappropriate attire includes undergarment T-shirts, or T-shirts and casual shirts with inappropriate or offensive wording, tank tops, backless tops, muscle shirts, and crop tops.
- B. Dresses: Acceptable garments include dresses in which the length cannot be shorter than three (3) inches above the knee. Inappropriate attire includes mini-skirts, mini-dresses, and backless dresses.
- C. Footwear: Acceptable garments include sandals, boots, loafers, and boat/deck shoes. Men must wear socks with shoes. Depending on the department, athletic shoes may be worn. Inappropriate attire includes flip-flops or thong sandals.
- D. Pants: Acceptable garments include casual slacks, khakis, and trousers. Jeans, without holes, frays, etc., may also be worn except in the Executive Wing of Bond Hall. Inappropriate attire includes sweatpants and shorts.

4. POLICY

- A. The Business Casual Policy applies to all employees, with the exception of employees who are required to wear uniforms. Business casual dress will be allowed daily except during the specified periods when casual days will be suspended as directed by the President's Office.

- B. For any given day and occasion, good judgment should dictate the dress for the work schedule. Managers may require regular business dress, taking into account interaction with the public, operational needs and constituency meetings.
- C. A basic essential of appropriate dress is the need for clothing to be neat and clean. A reasonable standard of dress rules out tight or revealing clothing and any extreme in dress, accessory, fragrances, or hair.
- D. An employee unsure of what attire or if his/her appearance is appropriate should check with his/her manager or supervisor.

5. COMPLIANCE

Employees who do not meet a professional standard may be sent home to change and will not be paid for that time off. Successive non-compliance will be subject to progressive discipline as outlined in the [Disciplinary Guidelines](#).

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by Thomas G. Philipkosky

B. Responsible Department:

Office of Human Resources

C. Responsible Official:

Shawn S. Edwards, Chief Diversity Officer

D. Cross References:

[Memo 6-128 Wear and Appearance of Military Uniforms, Civilian Clothing, and Departmental Uniforms Policy](#)

[Disciplinary Guidelines](#)

7. RESCISSION

None.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Senior Vice President for Operations and
Administration