
TITLE: **DRESS CODE AND APPEARANCE**

REVISION DATE: May 13, 2009

INDEX NO: **MA-580**

APPROVED BY: UICCU Supervisors

PAGE: **1 of 4**

How you and your work area look has a significant impact on the member/owners' impression of the Credit Union. The Credit Union image is, in many instances, a reflection of its employees. Quality service, positive behavior, good member relations and professional personal appearance are key factors in creating and maintaining a favorable business image.

Staff behavior and appearance is a substantial indicator of how we are perceived, thus it is important that all staff cooperate and adhere to our dress code and appearance guidelines, whether or not you are in direct contact with members. Your individual professional image is vital to career success and/or failure.

Fashion is very diversified, thus it is very difficult for us to address all of the norms of dress. Your best guide is to dress in a manner that is appropriate for this business setting. It is a good idea to keep your schedule in mind when choosing your clothing for the day. If you have business meetings or functions during the day, business wear will generally be more appropriate than business casual wear.

The following are guidelines of appropriate dress to project a professional image. Inappropriate attire has also been addressed to give you a better understanding of the professional image the Credit Union wishes to achieve.

Finally, if you have any questions regarding the appearance guidelines or appropriate attire outlined, ask your supervisor.

Every Day General Appearance Guidelines:

- All clothing should fit your body type, be neat, clean, pressed and in good repair.
- Undergarments may not be visible and must be worn without exception.
- Shoes must be in good repair and polished.
- Fragrances and cologne should be used sparingly, out of respect for those with sensitivities to allergies.
- Makeup should not be used excessively.
- Hands and nails must be clean and appropriately manicured.
- Hair must be neat, clean and properly styled. Hair color must be of a conservative nature. Colors such as blue, bright red, orange, and purple are prohibited.
- Mustaches and beards should be neatly trimmed.
- Ponytails or hair beyond collar length is not acceptable for men.
- Facial piercing, including tongue rings, are not acceptable.
- Accessories should be simple and uncluttered.
- Tattoos should be discreet in nature and exposure should be limited to those parts of the body that are visually difficult to see.
- Gum and tobacco chewing is not acceptable during business hours.

TITLE: DRESS CODE AND APPEARANCE

REVISION DATE: May 13, 2009

INDEX NO: MA-580

APPROVED BY: UICCU Supervisors

PAGE: 2 of 4

Business Wear Guidelines:

Business attire is acceptable each working day of the week and includes corporate clothing that is appropriate for an office environment. *If you question your selection of clothing for the day, it is most likely not an appropriate choice for our work environment. Always err on the side of “dressy” versus too “casual”.*

Guidelines for Women	
ACCEPTABLE	UNACCEPTABLE
Dresses or skirts (hemline and/or split seam must be no higher than mid-thigh when seated)	Excessively baggy shirts and long shirttails worn outside of bottoms
Tailored dress slacks, corduroys, or khaki-type pants (no flap pockets) no higher than the ankle	See through tops without an undershirt that meets dress code requirements
Conservative shirts, blouses, sweaters or vests	Tight fitting, low cut, back-less garments
Dress shoes with or without heels	T-shirts
Suits	Casual dockers, drawstring or cargo pocket capri's. If they're not dressy, don't wear them.
Non-logo polo shirts (cannot have any advertising or non-credit union related lettering/printing)	Exposed skin at mid-drift when standing, bending, sitting or stretching
UICCU logo wear	Denim clothing
Blazers	Shorts of any kind (including skorts, rompers)
Dress fabric, trouser-style capri's.	Tennis shoes, flip flops, Birkenstocks, clogs, any shoe that flaps against the foot when walking, any flip-flop style sandals that go between the toes, or any other ultra-casual shoe
Dressy (not casual) sandals. Hosiery and/or socks are not required; however, legs/feet must be well-groomed (shaved and pedicured).	Sleeveless attire that does not cover the majority of the shoulder or chest (e.g. spaghetti strap tops or tank tops)
	Leather or flannel apparel
	Torn, worn or unpressed clothing

TITLE: DRESS CODE AND APPEARANCE

REVISION DATE: May 13, 2009

INDEX NO: MA-580

APPROVED BY: UICCU Supervisors

PAGE: 3 of 4

Guidelines for Men	
ACCEPTABLE	UNACCEPTABLE
Tailored dress slacks, corduroys, Dockers or khaki-type pants (no flap pockets)	Logo wear that is not associated with the UICCU or credit unions in general.
UICCU logo wear. The only "logo wear" allowed is internally purchased UICCU logo wear or that associated with Credit Unions in general, such as the Credit Union League, the Credit Union National Association, or CUPAC.	Logo wear that contains words or names of another company (e.g.: "Nike").
Simple character logos on shirts are allowed (e.g.: polo pony, IZOD crocodile, the Nike swoop, etc.).	Excessively baggy shirts and long shirttails worn outside of pants
Socks (required)	Leather or flannel apparel
Dress shoes or loafer-type shoes	T-shirts
Suits or blazers	Denim clothing
Button down shirts and ties	Tight fitting clothing
Sweaters or vests	Torn, worn or unpressed clothing
Non-logo polo or dress shirts. (cannot have any advertising or non-credit union related lettering/printing)	Shorts of any kind
	Athletic shoes, deck shoes, moccasins or any shoe that flap against the foot when walking, and other ultra-casual shoes
	Earrings are not suitable office wear.

Business Casual Attire:

In addition to the General Appearance and Business Wear guidelines, it is the intent of the University of Iowa Community Credit Union to allow business casual attire as an alternative.

Procedure and Definitions:

1. Employees have the option of wearing regular business attire or business casual attire. All general appearance grooming and guidelines as previously outlined still apply. Casual clothing outside of the defined business casual attire is not permitted.
2. The option of business casual attire is designed to allow alternatives to the regular business attire, while at the same time promoting "Credit Union Pride". Business casual attire is defined as follows:
 - a. Land's End catalog tops with the UICCU logo embroidered on them or acceptable CU related logo wear. Logo must be visible and unobstructed by other garments.
 - 1) Staff will be responsible for completing a purchase order form and

TITLE: **DRESS CODE AND APPEARANCE**

REVISION DATE: May 13, 2009

INDEX NO: **MA-580**

APPROVED BY: UICCU Supervisors

PAGE: **4 of 4**

- submitting it each time they wish to purchase merchandise from Land's End.
- 2) The UICCU will pay for one-half the total cost of acceptable business casual wear tops.
 - 3) The credit union will pay for the UICCU logo embroidered on any Land's End item ordered and purchased by staff.
- b. See "Guidelines for Women" and "Guidelines for Men" above regarding appropriate legwear and footwear.
3. At other times of the year, the UICCU may designate special days as appropriate for casual attire (vs. business casual as defined above) at which time denim pants and tennis shoes may be acceptable. (Example: "Black & Gold Days")
 4. Please be aware of your appearance and actions when wearing Credit Union apparel outside of the workplace. Your actions can easily have a positive or negative reflection on the Credit Union.

Member Assistance Center Guidelines

All clothing will be clean and ironed, fit appropriately, and not be faded or worn. Examples of appropriate clothing include, but are not limited to suits, dresses, skirts, gauchos, casual or dress pants with appropriate tops and casual shoes, khakis, capris (between knees and ankles) and non faded jeans.

When attending any non-departmental meetings either in the MAC or at any other office, jeans will not be acceptable.

Enforcement:

Evaluating professional dress is challenging at best. All staff of the University of Iowa Community Credit Union are asked to be respectful of supervisors, coworkers and members by adhering to the outlined guidelines and using common sense judgment when dressing for each work day.

If dress and appearance do not reflect the image and standards set by the Credit Union, you will be subject to counseling and/or corrective action. If you report to work dressed inappropriately, you may be sent home, without pay, to dress in accordance with the dress code and appearance guidelines. Those who repeatedly violate the dress code will find employment at the University of Iowa Community Credit Union in jeopardy.

Exceptions:

There may be exclusions to the dress code policy for religious, ethnic, cultural or health reasons.