

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6034

Professional Dress Guidelines

Date Adopted: 22 August, 2019

Date Revised:

Date Reviewed:

References: Board Policy No. 6034

Key Terms You Need to Know for this Chapter

- **Protective gear** – other garments or equipment designed to protect the wearer's body from injury or infection.
- **Food Safety gear** - other clothing garments or equipment designed to keep the food safe from infection and protect the wearer's body from injury and infection.
- **Attire** – acceptable clothing for work.
- **Uniform** – approved clothing for an office unit on occasion or for all the time.
- **Footwear** – approved shoes or equipment designed for the feet that is suitable for specific work function or appropriate for work.

Frequently Asked Questions	
✓ Is there a dress code?	✓ Yes, the college has a professional dress guidelines, see Board Policy No. 6034
✓ Who is covered under this policy?	✓ All employees at the college except personnel in these areas: Dining Hall, Security Office, Electrician and Building Maintenance and Janitorial Staff whose work required safety/protective gear or uniforms.
✓ Why does the college have a policy on professional dress guidelines?	✓ To ensure employees are aware of the image expected for professional appearance. ✓ To respect the cultures of each island state. ✓ To establish college brand. ✓ To advance its mission.

Frequently Asked Questions	
✓ How will I know if what I am wearing is appropriate for my work?	✓ Ask your supervisor and/or visit relevant policies in your functional work area.
✓ Who will tell me if I need protective gear or food safety gear?	✓ Your supervisor and relevant policies in your functional work area.
✓ Who will know and report me if I don't comply with the dress code?	✓ Your colleagues, students, and supervisor and visitors.

1. Professional Dress Expectation

As a community college with campuses in all the four states of the FSM each with distinct strong cultures and its mission to provide quality educational services to support the FSM Nation, COM-FSM expects its employees to present a professional, business-like image to students, visitors, vendors, and the general public.

2. Communication and Orientation

During orientation of a new employee, the supervisor will inform him/her the college's expectation for a professional dress guideline while on the job on campus grounds to carry out job functions, and while representing the college in the external community. The supervisor will advise the new employee of these matters:

- ✓ Any office-specific workplace attire suitable/required for the work station and job function that include protective gears, food safety gears, and suitable footwear.
- ✓ Any additional office-specific attire and uniform.
- ✓ Changes in attire requirement and safety standards.
- ✓ How and where to obtain work uniform/correct safety gear (if any).

An employee is responsible and expected to visit the relevant policies and procedures in general at the college and in their work area to understand and remain updated on any changes in attire requirement and safety gear and standards.

3. Reporting Violations

A report of violation of Board Policy No. 6034 and its administrative procedures may be submitted orally or in writing to the immediate supervisor of the employee who is identified to have violated or failed to comply with the policy. The supervisor is responsible to carefully review the report and take necessary and relevant actions while consulting relevant policies such as Board Policy No. 6019 *Employee Discipline and Protection*.

See Board Policy No. 6034