



---

## HROE Staff Dress: Professional Attire

---

Effective Date: 1/1/2023

Staff members should dress in a professional manner. Workplace attire and grooming must be neat, clean, and appropriate for the work being performed and the setting in which the work is performed. A staff member's workplace attire should create a positive impression of the employee and of Texas A&M University.

Employees that have meetings with external personnel should use discretion and best judgement as it relates to the participants and setting to determine if business casual/business professional attire is appropriate.

Managers are responsible for ensuring that their employees are aware of and adhere to the dress code. Exceptions announced for special university-wide events or as deemed appropriate by managers for their department(s) may be made.

### GENERAL EXPECTATIONS AND EXCEPTIONS

- "Business casual" clothing is the standard attire for HROE employees.
  - Slacks or business dress pants, khakis, chinos, knee-length skirts, maxi dresses, etc.
  - Long/short sleeved collared button-down or polo-style shirts, sweaters, blouses, etc.
  - Closed-toed shoes such as loafers, oxfords, boots, pumps, flats, or dress sandals.
  - Simple, professional accessories such as scarves, belts or jewelry.
- Generally traditional "blue jeans" will not be allowed except on Fridays and must be free from holes, rips, tears, fray, etc. Office appropriate denim as an outfit paired with tasteful clothing that is in good condition, attractive, and appropriate for work is acceptable.
- Lace-up sneakers and athletic footwear clean and free of noticeable wear are acceptable.
- NOT acceptable in the workplace:
  - Shorts or athletic pants/leggings
  - Flip-flops
  - Hats and caps
  - T-shirts/sweatshirts
- Clean hygiene and appearance are expected.
- Employees working at an alternate work location must follow same guidelines when interacting with customers.

\*HROE/A&M logowear may be worn any day of the week with appropriate attire. You have the opportunity to purchase additional merchandise out of pocket at the HROE Online Apparel Store at <https://tamuhroe.secure-decoration.com>.