



DRESS CODE POLICY

Name of policy	DRESS CODE POLICY
Originator/Author	Prof. Dr. DEMIR Huseyin Director : Quality Assurance
Custodian	Quality Assurance Office
Policy approved by:	Board of Directors
Policy effective date:	1.8. 2017
Implementation responsibility:	DVC: Teaching and Learning (Academic)
Policy review date :	1.8.2020

FOREWORD

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that the University of Kigali students and staff meet the standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful professional prestige.

TABLE OF CONTENT

FOREWORD ii

1. PURPOSE 1

2. POLICY 1

3. DRESS AND APPEARANCE GENERALLY..... 1

4. STAFF DRESS CODE..... 2

4.2 STAFF MALE DRESSING..... 2

4.3 STAFF FEMALE DRESSING..... 2

5. STUDENTS DRESS CODE 2

6. APPROPRIATE GROOMING AND HYGIENE 3

7. APPROPRIATE PERSONAL BEHAVIORS 3

8. COMMUNICATION AND COMPLIANCE..... 3

9. IMPLIMENTATION..... 4

10. POLICY REVIEW..... 4

1. PURPOSE

1.1 The purpose of the dress code policy is to inculcate to students and staff to have at all time a smart and professional image for their own benefit and to increase their professional prestige.

1.2 The personal dress and appearance of students, staff and faculty have an impact on how the University is perceived. The University students and staff should dress appropriately with no negative impact on the university's image – and whenever possible, with a positive impact on that image.

1.3 The University is committed to ensuring that its personal appearance and dress policy is not discriminatory and is applied equally to both genders, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons.

2. POLICY

2.1 The overall policy is that students and staff dress to look clean, neat, and professional and appropriate to the activities of the day; as well as comfortable and safe for the season and the weather.

2.2 The University considers the way employees dress and their appearance to be of significant importance in portraying a corporate and professional image to all users of its service, whether learners/students, visitors, clients or colleagues.

2.3 The University recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements.

2.4 The dress code policy is designed to guide all staff and students on the application of University standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.

2.5 All staff are required to comply with the principles of the dress code policy. Failure to adhere to the University's standards of dress and appearance may constitute misconduct and may result in formal disciplinary proceedings.

2.6 All employees are supplied with University Branded Polo shirts, which can be worn (optional) when on duty on Friday and on weekend (Saturday and Sunday).

2.7 Employees are responsible for following the standards of dress code and appearance laid down in this policy and should understand how this policy relates to their working environment; health and safety, particular role and duties and contact with others during the course of their employment.

3. DRESS AND APPEARANCE GENERALLY

3.1 Professional attire is required. Common sense should prevail if activities require more practical clothing.

3.2 Hair must be neatly groomed. Whilst hair colour is acceptable for staff, extremes of colour and style are not.

3.3 Tattoos must be covered.

3.4 No Hats are allowed on campus.

3.5 Academic Staff are to wear academic dress at end of year Graduations and Celebrations.

3.6 Sports clothes should only be worn if students and staff are participating in official University Sport activities.

3.7 For staff presenting in any manner on full school assembly, professional dress is required.

4. STAFF DRESS CODE

4.1 Staff dress is to conform to appropriate professional standards for the University. Staff members enjoy a high level of professional standing and recognition in the community. The standard of dress is expected to reflect this professionalism and justify the esteem in which the community holds UoK staff.

4.2 STAFF MALE DRESSING

4.2.1 Suits: Dark or medium coloured suits are recommended. Very light colours are not recommended.

4.2.2 Shirts & Ties: White or other appropriate pastel shades. Tied length (when standing) should touch the top of the belt. No printed T-shirts are to be worn under shirts. Fashion ties, floral or high fashion ties are acceptable.

4.2.3 Shoes: Formal shoes in dark brown or black are best (lace-up shoes in dark are preferable)

4.3 STAFF FEMALE DRESSING

4.3.1 Suits: Dark or medium coloured suits are recommended. Very light colours such as white or light beige are not suitable.

4.3.2 Blouses: Most blouses and shirts are acceptable under a jacket.

4.3.3 Shoes: Elegant plain closed shoes in conservative, dark colours including leather sing backs. Stockings or pantyhose are recommended. **No sandals.**

4.3.4 Jewellery/accessories: These could include small earrings, in an understated design, pearly that look professional. Accessories such as shoes, handbags and belts should be coordinated.

5. STUDENTS DRESS CODE

5.1 Tight or revealing clothes, mini-skirts, crop tops, capped sleeves and sleeveless tops/vests/shirts, slippers/flip-flops, shorts, etc. and piercings for men **are not allowed.**

5.2 Jewelry and accessories should be kept to a minimum. Excessive jewelry and accessories can create an unsafe working environment and be a distraction. Jewelry and accessories that are distracting in size and number are to be avoided. Offensive jewelry and accessories are not permitted. Coordinated belts should be worn with pants designed for belts. Fashion headwear should be avoided.

5.3 Hair should be neat and tidy at all times and in the clinical environment long hair should be tied back. Headscarves worn for religious purposes are permitted in most areas. Beards should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.

5.4 Students who wear facial coverings for religious reasons are expected to remove them whilst on campus. This will ensure that the student is identifiable and facilitate communication.

6. APPROPRIATE GROOMING AND HYGIENE

6.1 Personal hygiene is critical to the professional appearance and perception of an academic care professional. Particular attention should be given to skin, fingernails, hair, bathing, proper oral hygiene, and use of deodorant as needed.

6.2 Staff and students must keep their hair clean, well groomed, and away from the face in an orderly fashion that does not present a safety hazard. Beards, mustaches, and sideburns are to be neatly trimmed and groomed.

6.3 The use of excessive makeup should be avoided and strong fragrances are prohibited.

7. APPROPRIATE PERSONAL BEHAVIORS

7.1 Gum chewing is prohibited in direct patient care areas and other specified areas.

7.2 Staff and students are not permitted to wear sunglasses indoors unless for medical reasons.

7.3 The use of earphones, headphones or walkman are not permitted, unless a necessary part of the job, such as dictation/transcription.

8. COMMUNICATION AND COMPLIANCE

8.1 Standards of dress and appearance are communicated to position applicants during the interview process and to newly hired employees, as well as UoK orientation program for Students.

8.2 Failure to comply with these standards will result in progressive disciplinary action.

8.3 All levels of management are responsible for teaching, role modeling, and enforcing the standards of dressing and appearance through consistent application of progressive corrective action.

8.4 Managers and HoDs may prohibit staff members or/and students from working/studying until they change into appropriate attire or make other adjustments necessary to comply with standards.

The employee/student may be required to leave the University Campus without until returning in appropriate attire.

9. IMPLIMENTATION

9.1 The Offices of the Dean of Students (for Students) and the Human Ressources Department (for Staff) are in charge of the implimentation of the policy.

10. POLICY REVIEW

10.1 The policy will be reviewed in one year from the date of ratification and every three years thereafter.