

Bronco Bookstore

Employee Dress Code Standards

PERSONAL STANDARDS

- Maintain good personal hygiene.
 - Arrive clean, well-groomed, and dress appropriately for the workplace.
 - Employees must use good judgment when selecting their workplace attire.
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BUSINESS ATTIRE

Employees are expected to wear professional attire appropriate for a business environment.

Examples include of:

- Dress pants, slacks, or khakis.
 - Collared shirts, blouses, sweaters, or blazers.
 - Dresses or skirts of appropriate length.
 - Closed-toe shoes with secure backing.
 - Cal Poly Pomona and Bronco Bookstore branded apparel that are in good condition.
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NOT PERMITTED

The following items are not permitted while working:

- Jeans (*except approved Friday Spirit Days or special events*).
- Shorts.
- Tank tops, spaghetti straps, halter tops, or sleeveless casual tops.
- Pajamas or sleepwear.
- Midriff-baring or revealing clothing.
- Clothing with offensive language or graphic.
- Flip-flops, slides, backless footwear, or unsafe shoes.
- Torn or excessively distressed clothing.

*** Jeans are permitted only when appropriate for an employee assigned work area, job duties, or during approved Spirit Days and special events. ***

NAME BADGE

Employees must wear their bookstore-issued name badge while working unless otherwise directed by a supervisor.

ACCOMODATIONS

Reasonable accommodation for medical, religious, or disability-related needs is available through Human Resources.

COMPLIANCE

Employees who do not meet dress code expectations may be asked to change into appropriate attire before returning to work.

Thank you for helping maintain a professional and safe workplace.

Employees are eligible to purchase up to **two dress code-approved items per semester** (including the summer semester) at a **40% discount**. ***This discount cannot be combined with any other offers or promotions. ***

Please see Keith for approval