**Professional Image Standards**

**KUED**

**July 10, 2018**

As a professional broadcasting facility, all employees are to use good judgment and take personal responsibility in choosing appropriate clothing to wear to work. Guidelines have been listed below and should be used as a tool to help determine what attire is suitable for work. Due to the frequency at which members of the community frequent the station, it is important to communicate high professional standards as we relate to our public.

**Guidelines:** Appropriate business clothing may vary based upon the staff interaction with the public and/or the particular work they are performing at any give time. However, it is important to communicate professionalism at all times. Fridays at KUED are considered casual days unless contact with the public is required. Consideration is also given to people temporarily assigned to special tasks with discretion given to their immediate supervisor.

**Acceptable Clothing:**

For Men: Slacks, collared shirts, sweaters. Jacket and tie appropriate to the situation when interacting with the public. Clean blue Jeans are acceptable in most situations.

For Women: Sweaters, dress shirt/blouses, slacks/dress pants, skirts, dresses or capris.

**Unacceptable Clothing:**

Shorts are unacceptable unless on remote production.

Beach sandals or flip-flops at any time

Tank tops, halter-tops, plunging necklines and/or form fitting stretch clothing and short skirts

Sweatpants, sweatshirts, t-shirts.

Hats or head covers, unless required for religious purposes or to honor cultural traditions.

If you have questions or need clarification about what is acceptable business attire, please speak to your supervisor and/or the HR manager. Any clothing deemed inappropriate will be addressed with the employee by his/her immediate supervisor or HR manager on an individual basis. The supervisor or HR manager will ask the employee not to wear the inappropriate item to the workplace again.