



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Dress Code

Responsible Office: Human Resources

Applies To: All faculty, staff, administrators, temporary employees, and student employees

Date of Approval: August 18, 2026

DISCLAIMER: PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM OR THE TECHNICAL COLLEGE OF THE LOWCOUNTRY. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM AND THE TECHNICAL COLLEGE OF THE LOWCOUNTRY RESERVE THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Purpose

The College strives to maintain a professional, welcoming, and inclusive environment for students, employees, visitors, business partners, and the community. Employees are expected to present a professional appearance that reflects positively on the College and supports the performance of their duties.

This policy establishes general expectations regarding employee attire, grooming, and appearance while recognizing the diverse work environments and responsibilities across the institution.

Policy Statement

Employees shall maintain a neat, clean, safe, and professional appearance appropriate to their assigned duties, work location, and interactions with students and the public.

Standards of dress may vary based on job responsibilities, instructional requirements, safety considerations, weather conditions, and special events. Supervisors are responsible for communicating department-specific expectations consistent with this policy.

General Expectations

Employees are expected to:

- Wear clothing that is clean, neat, and in good repair.
- Dress in a manner appropriate to their position and work environment.
- Maintain personal hygiene and grooming consistent with a professional workplace.
- Comply with safety requirements, including personal protective equipment (PPE) when required.
- Wear identification badges when required by the College.

Examples of Appropriate Attire

Examples may include:

- Dress slacks, khakis, professional jeans, or similar business-casual attire.
- Dresses, skirts, blouses, sweaters, and professional tops.
- Polo shirts, button-down shirts, and other business-casual clothing.
- Closed-toe footwear when appropriate for the work environment.
- College-branded apparel approved for work purposes.

Department supervisors may require more formal attire for specific positions, events, meetings, ceremonies, or public-facing responsibilities.

Examples of Inappropriate Attire

The following are generally not appropriate during regular business operations unless specifically authorized by a supervisor, required by job duties, or associated with a College sponsored event:

- Clothing containing offensive, discriminatory, obscene, or profane language or images.
- Clothing that is excessively revealing.
- Torn or excessively distressed clothing.
- Sleepwear or pajama-style attire.
- Clothing presenting a health or safety hazard.
- Athletic wear not related to assigned duties or approved activities.
- Beachwear or similar casual attire.

This list is illustrative and not exhaustive.

Specialized Work Areas

Employees working in laboratories, shops, healthcare environments, culinary programs, industrial settings, facilities operations, public safety, or other specialized areas must comply with department-specific dress and safety requirements.

Supervisors may establish additional standards necessary to meet:

- Safety regulations;
- Accreditation requirements;
- Industry standards;
- Clinical requirements;
- Instructional needs.

Department specific dress codes must be approved by the respective Vice President and the Vice President of Human Resources.

Casual Dress Days

The President or designee may authorize casual dress days or special-event attire. Even on approved casual dress days, employees are expected to maintain a neat, professional appearance and avoid clothing that would otherwise violate this policy.

Religious and Disability Accommodations

The College will provide reasonable accommodations for sincerely held religious beliefs, practices, observances, and disabilities in accordance with applicable federal and state law.

Employees requesting an accommodation should contact Human Resources.

Enforcement

Supervisors are responsible for addressing attire or appearance concerns promptly and consistently.

When an employee's attire does not comply with this policy, the supervisor may:

- Discuss the concern with the employee;
- Request corrective action;
- Require the employee to change attire before continuing work when appropriate; and/or
- Initiate corrective or disciplinary action for repeated violations in accordance with applicable College policies and procedures.

Nothing in this policy alters the at-will status of any employee or creates a contract of employment.

Guiding Principle

Employees should use good judgment and select attire that is professional, appropriate to the work environment, respectful of others, and consistent with the College's educational mission and public image.