

HYGIENE POLICY

Hygiene is an important issue in projecting a positive image of the University. It is also essential in maintaining a healthy work environment in which one employee does not offend another. Daily bathing, hygiene upkeep and use of deodorant will ensure first impressions are good and lasting ones. Employees will be dealing with students, parents and co-workers on a daily basis and should be aware that AIU requires to maintain this standard of appearance, grooming and personal hygiene.

We would like to emphasize the following:

- ✓ Both women and men should have hairstyles that are tidy and trim and present an image of professionalism.



- ✓ Men are not permitted to wear earrings.



- ✓ Visible body and facial piercings are not permitted at work.



DRESS CODE POLICY

Wearing a workplace appropriate attire and maintaining a neat appearance is essential to preserving a positive image for our organization. As such, AIU has adopted a **“business casual”** dress code policy from Sunday to Thursday.

Appropriate business casual attire includes the following:

- ✓ Khaki-style pants or other dress slacks



- ✓ Knee length dresses, blouses and skirts



- ✓ Collared shirts



- ✓ AIU Gear can be worn on a Thursday as long as business casual attire is still observed



Casual attire is allowed every Saturday. Employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others.



Still confused on what to wear? Let us guide you.

Don't Wear	Do Wear
➤ Skinny jeans for men 	✓ Regular fit jeans 

➤ Shorts, jogging or pajama pants



✓ Slacks or khaki-style pants



➤ Leggings showing your behind



✓ Leggings with lengthy tops



➤ Short skirt/dress



✓ Knee-length skirt/dress



- Slippers or any footwear showing your toes



- ✓ Closed shoes. Rubber shoes or sneakers are allowed only on Saturdays.



- Any item that is ripped or torn



- ✓ No ripped clothing



- Any item that is not ironed



- ✓ Ironed clothes



Note:

Facilities, Maintenance, Inventory and Book Store employees who need to do a lot of walking around campus may wear comfortable shoes (such as sneakers and rubber shoes) on a daily basis.

The sensitivity to the appearance of modesty increases markedly during the Muslim holy month of Ramadan



and should also be taken into account.

Any staff member who reports to work in inappropriate attire will be sent home to change to appropriate clothing. A salary deduction will be enforced in relation to the time absent from the University.