

## HICKEY COLLEGE BUSINESS DRESS CODE

Employees must be conscious of the impression that they create for themselves and their companies. Therefore, as prospective employees you are expected to dress in a professional manner appropriate for the future businessperson. Traditionally, business dress is conservative; “fad” dress and extremes in personal grooming are not acceptable.

A prospective employee is evaluated on many levels, but studies have shown that professional appearance is at the top of the list.

The dress code is subject to change as deemed necessary by the faculty and administration of Hickey College.

The following is the required dress code for Hickey College.

1. Acceptable items for women include suits, dresses, skirts, dress slacks, dress blouses, and dress sweaters. Dresses and skirts should be an appropriate length for the professional environment. Dress jackets are optional but always appropriate. Jeans and casual pants are not acceptable.
2. Dress shoes and dress boots are acceptable for female students. Pants may not be tucked inside boots.
3. Male students are expected to wear dress pants or dockers pants with a collared or front-buttoned shirt. Ties and belts are required. Shirt tails must be tucked in. Jeans or casual pants (i.e., pants with patch or snap pockets, cargo pants, or baggy pants) are not acceptable.
4. Acceptable shoes for male students are dress shoes, laced up business shoes, or loafers with dress socks. White socks are not appropriate.
5. Outerwear including winter coats, hoodies (sweaters or athletic wear), jean jackets, or leather jackets should not be worn in the classroom.
6. Cleanliness and proper grooming are expected at all times. Excessive jewelry, cosmetics, perfumes, and colognes are inappropriate. Cosmetics, lotions, perfumes, and colognes should not be applied in the classroom. Visible tattoos are inappropriate. Lipstick and nail polish shades should remain conservative. As earrings for male students are not generally acceptable in the business environment, they are not to be worn. Visible body piercing, including tongue studs and nose studs are not allowed. Gauge piercings are also not allowed and holes must be covered with skin toned plugs. Hair should be a professional style at all times. The hair color should be a natural color.

7. General items considered **unacceptable** are:

- Denim fabric – any color
- Spaghetti straps
- Sundresses without jackets
- Capris/crop pants
- Mini skirts/dresses
- Dresses or blouses made of "see-through" fabric
- Halter, midriff, tube, and low-cut tops
- Party dresses (flamboyant, ruffled, evening, prom, etc.)
- Shorts of any length
- T-shirts (novelty or otherwise)
- Head wraps/hats
- Sleeveless tops/dresses
- Leather or spandex skirts, pants, dresses
- Casual footwear such as flip flops or sandals with strap between the toes
- Hooded jackets or sweaters or tops (no hooded clothing)
- Sweatshirt material
- Camisoles (camis)
- Sunglasses
- Backless tops
- Leggings

## **HICKEY COLLEGE BUSINESS CASUAL GUIDELINES**

The following is the description of the Business Casual Dress. The dress code continues to stress professional standards at all times. These should give you the guidelines for sensible and appropriate Business Casual Dress. All conditions cannot be listed; good judgment and discretion should be used. Business Casual Dress day is on Friday.

### **BUSINESS CASUAL FOR MALES:**

Slacks or docker-style pants

Ties are optional

Collared front-buttoned shirts or polo or golf-style shirts

Sweaters

Shirt tails must be tucked in

### **BUSINESS CASUAL FOR FEMALES:**

Dress pants below the knee, slacks, or docker-style pants

Professional-looking top

Polo or golf-style shirts

Sweaters

### **These are some examples of what business casual is NOT:**

- Sleeveless tops or spaghetti straps
- T-shirts (novelty or otherwise)
- Tennis shoes, canvas deck shoes, hiking boots, flip flops and sandals with strap between the toes, clogs, etc.
- Denim clothing
- Baggy pants or cargo pants
- Halter tops
- Skorts
- Shorts, including Bermuda Shorts
- Warm-up suits, sweat pants, or sweatshirts
- Hooded jackets, sweaters or tops (no hooded clothing)
- Jean/Bib overalls
- Hats/head wraps
- Sunglasses
- Moccasins
- Skimmer pants
- Backless tops
- Leggings

If there is a question about any part of the policy or a particular garment or style, the most prudent policy is to ask prior to wearing the item to college. The hallmark of the Hickey College dress code is professionalism.



## **DRESS CODE**

**SKULL CAP:** Clean, all hair contained underneath

**T-SHIRT:** White, no lettering, design, or insignia

**CHEF'S JACKET:** CISL issue only, clean daily, pressed

**APRON & SIDETOWELS:** CISL issue only, clean daily

**HEMMED BLACK PANTS:** CISL issue only, clean daily

**BLACK SOCKS:** Plain, no ankle socks, stripes or emblems

**SHOES:** Completely black, non-slip, no stripes, color, gym shoes or Crocs with holes

**PIERCINGS:** MUST be free of jewelry (professional dress; could fall into food). This is for related classes as well.

**JEWELRY:** NO makeup or jewelry is allowed except for a wedding band (gentlemen, this applies to related classes as well). Watches or other items on wrists are not allowed (sanitation). Fake eye lashes are not acceptable.

**HAIR:** MUST be a natural color, neatly trimmed and contained underneath your skull cap. Facial hair is allowed, however, must be kept well-trimmed. All facial hair must create an overall neat, polished, and professional look and must be fully grown in, neatly groomed, and well-maintained at no longer than a quarter of an inch in length. Sideburns must be kept to ear length. All hair MUST be kept above collar length. *Hair extensions are acceptable as long as they are of natural color and are able to be contained underneath your skull cap.*

**HANDS:** Fingernails must be kept trimmed and cleaned, nail polish and fake fingernails are not acceptable.

**TATTOOS:** Visible tattoos are inappropriate.

## **LABORATORY NOTICE** ***PROFESSIONALISM is your cornerstone!***

Personal hygiene is extremely important in the preparation of hot and cold foods. All students will be responsible for wearing a **clean uniform**, which includes your jacket, pants, apron, skull cap, neckerchief and non-slip shoes. **Your uniform MUST be on while in the kitchen area, as soon as you cross the double doors.**

- All students must be free of body odor and must have clean finger nails, and washed and combed, well-kept hair.

- Any student with open sores, wounds or skin rashes must wear a clean bandage and plastic protective gloves throughout the laboratory session. Gloves must be changed in order to maintain proper sanitation practices.
- Profanity is not tolerated at any time on campus.
- Courtesy and respect is required at all times in the laboratory areas.

Horseplay and/or rudeness directed towards fellow students, teachers, laboratory assistants will lead to immediate dismissal from class and possibly the course and/or program of study. This is considered your place of employment and what you practice **NOW** is what your future behavior will be. Your cooperation is expected and appreciated. Professionalism IS your cornerstone!



**VET TECH  
INSTITUTE  
At Hickey College**

**DRESS CODE:**

**Scrub Tops:** VTI issued only, clean, wrinkle free, professional fit, professional shirts allowed under scrub tops, no tears, no stains, no hooded shirts allowed

**Scrub Bottoms:** VTI issued only, clean, wrinkle free, professional fit, hem length should not touch the floor, no tears, no stains

**VTI Laboratory Jacket:** VTI issued only, clean, wrinkle free, professional fit, no tears, no stains

**Outerwear:** No jackets or coats other than VTI issued laboratory jackets, no gloves, no scarves, no sweatshirts, or any other type of clothing worn over scrubs

**Shoes:** Clean, water resistant preferred, no open toe shoes, no tears, no stains; rubber boots acceptable for kennel duty only

**Jewelry:** Worn in moderation; gauge piercings not allowed and holes must be covered with skin toned plugs; no jewelry allowed in surgical nursing classes

**Body Piercings:** Of all types are not allowed-including tongue and cartilage piercings

**Tattoos:** Visible tattoos are inappropriate

**Hair:** Should be well groomed, natural color, pulled back for laboratory classes and kennel duty

**Fingernails:** clean, short length, natural color

**ID Badge:** Students will be issued a Student ID at the start of their program, along with a badge holder and a clip. Students are responsible for keeping their ID, badge holder, and clip in a professional manner. Student IDs can be remade at an additional fee.

Students are to wear their student ID in the provided badge holder with the provided clip attached onto the pocket of their issued scrub top at all times. If a student is wearing a VTI issued laboratory jacket over their scrub top, the badge should be clipped to the outside of the jacket. The front of the ID badge must be clearly visible at all times and is considered part of the required dress code. Students who fail to comply to the dress code will be subject to disciplinary action.