



UNIVERSITY OF EMBU

UNIVERSITY DRESS CODE



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NAME:	UNIVERSITY OF EMBU		
TITLE:	UNIVERSITY DRESS CODE	Reference:	<u>UoEm/Corp./POL./25</u>
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Policy Contact Office:

Deputy Vice-Chancellor

(Planning, Administration & Finance)

Implementation

Responsibility:

Chairperson, Alcohol & Drug Abuse Prevention Committee

Approved:

Vice-Chancellor

Date

FUNDAMENTAL UNIVERSITY STATEMENTS

VISION

To be a dynamic epicenter of excellence in training and research for service to humanity.

MISSION

To generate, advance and disseminate knowledge through training, research and innovation for the development of humanity.

PHILOSOPHY

Enhancing human capacity for societal development

CORE VALUES

Integrity
Innovativeness
Professionalism
Customer focus
Team work

UNIVERSITY DRESS CODE GUIDING STATEMENTS

Vision

A world class university in nurturing holistic professionals.

Mission

To nurture and promote a culture of professionalism, decency and respectability

Guiding Values

Decency
Distinctiveness
Branding
Professionalism
Marketability

Motto

My Dress My University

FOREWARD



Universities main concern is teaching and learning. As a learning community, the University today needs to be concerned with the well-being of the young people for whom they are responsible. The University dress code is therefore a basic of the work of all the people involved in education, to guide students' development not only as a student but as professionals, citizens and unique persons in the social context within and beyond the University. It is therefore paramount for the University to develop policies and practices which provide for the holistic growth and development of all students, especially today in the face of the social dynamics which have emerged in a rapidly changing society.

This dress code therefore seeks to bring together principles that will assist UoEm in meeting the dress code standards of the University community irrespective of diverse backgrounds. It involves recognizing, valuing and developing each member of the University community as a holistic and a unique person.

Prof. Daniel Mugendi

Vice Chancellor - University of Embu

EXECUTIVE SUMMARY

The dress code policy brings together principles that will assist University of Embu in meeting the dress code standards of the University community irrespective of diverse backgrounds. The implementation of the policy will make UoEm a world class university in nurturing holistic professionals through promoting a culture of professionalism, decency and respectability. In addition, it sets out the expectations of the UoEm in relation to personal appearance, grooming, formal and professional wear. The main objectives of this dress code is to establish a culture of professionalism through decency that will enhance distinctiveness, Further, it will promote a UoEm brand that will enhance marketability. Decent dressing will promote a conducive learning and working environment in which members of UoEm are able to perform to the best of their ability. Moreover, it involves creating an environment where members of UoEm relive their commitment to treat each other with courtesy, respect and dignity as well as ensuring that members of UoEm behave within the standards set out in the University's dress code. The whole University community has a role to play in encouraging the meeting of the dress code standards. The sensitization to the University community to adhere to the dress code shall be done by the University management. Implementation of this dress code is the responsibility of all members of the University community in various areas such as lecture halls, dining hall, library, offices and other areas. Positive reinforcement and encouraging decent dressing are the preferred approaches to ensure the University community complies with the dress code. This may include rewarding the best groomed student, both male and female annually. The information regarding the existence of dress code regulation in the university shall be given to other persons visiting the university such as parents, guardians, suppliers, foreign students and other visitors.

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ABBREVIATIONS AND ACRONYMS

UoEm – University of Embu

DEFINITION OF TERMS

University Dress Code: Refers to acceptable wear.

Decency: Refers to respectable wear that conforms to the accepted standards of the University of Embu.

Professionalism: Refers to conduct that characterizes a person as knowledgeable and skillful.

Branding: Refers to creating a unique image of the University of Embu.

Marketability: Refers to the ability of an individual to be accepted as a professional.

Nurture: Refers to the ability to develop a holistic personality.

Promote: Refers to actively encourage.

Distinctiveness: The quality of being easily distinguishable.

The Committee: refers to the University Dress Code committee.

Students' Leaders: refers to the leaders of University of Embu students association.

Students' conduct: Refers to the manner in which a person behaves, especially in a particular place or situation.

University Community: Regular, Part-time, School-based, Weekend, Evening, International and Visiting students, Interns, Casuals and staff both part-time and fulltime; teaching and non-teaching; Uniformed and Non-uniformed

Entry/Service point: These are places where University community enter the University or served in the University such as gates, library, lecture halls, cafeteria, students' mess among others.

Sexual harassment: Unwelcome, uninvited sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature.

CHAPTER ONE: INTRODUCTION

1.1 DRESS CODE STATEMENT

UoEm recognises the importance of the appearance of members of the University community in creating a positive and professional image that enhances the confidence of customers and employers. This dress code sets out the expectations of the UoEm in relation to personal appearance, grooming, formal and professional wear. The dress code is necessary for the university community in order to:

- a) Promote professional standards
- b) Provide a positive and professional image of the university
- c) To minimize vulnerability to sexual harassment

This dress code should be read in conjunction with the rules and regulations governing the students' code of conduct, welfare dress code, occupational health and safety standards, UoEm institutional code of conduct and ethics for staff, Staff Dress Code circular and the teaching practice guidelines.

The dress code is designed to guide the UoEm community on standards of dress code, grooming and appearance. The University dress code will be reviewed regularly as need arises.

PURPOSE OF THE DRESS CODE

The main purpose of this dress code is to provide a framework of responding to members of UoEm community's need for professionalism and decency in their dressing, grooming and appearance in a way that is sound and creates an environment in the University in which all can live, work, and learn together in peace and harmony. The dress code describes the standards of dressing expected within and outside the University.

1.2 SCOPE

This dress code applies to **all** members of UoEm community.

1.3 DRESS CODE OBJECTIVES

This Dress code aims at addressing UoEm community's needs and behavioral issues at the University by:

- i. To establish a culture of professionalism through decency that will enhance distinctiveness.
- ii. To promote a UoEm brand that will enhance marketability.
- iii. To promote a conducive learning and working environment in which members of UoEm are able to perform to the best of their ability.
- iv. To create an environment where members of UoEm relive their commitment to treat each other with courtesy, respect and dignity.
- v. To ensure that members of UoEm behave within the standards set out in the University's dress code.

1.4 LEGAL AND REGULATORY FRAMEWORK

- i. Constitution of Kenya
- ii. University of Embu Statutes
- iii. University of Embu Student Rules and Regulations
- iv. University of Embu Alcohol & Drugs Abuse Prevention Policy
- v. University of Embu Gender Based Violence & Sexual Harassment Control Policy
- vi. University of Embu Gender Policy
- vii. Internal Complaints Handling Procedures
- viii. Teachers' Service Commission Code of Conduct and Ethics
- ix. Nursing council code of conduct

CHAPTER TWO: DRESS CODE PROVISIONS

2.1 ETHICAL CONSIDERATIONS

Reflect the University community standards and expectations

Consideration of anti-discrimination and equal opportunity legislation, to ensure the code is inclusive of, but not limited to, considerations based on gender, disability, religion and culture.

Consideration of the health and safety of the University community when engaged in a wide range of physical/practical activities.

2.2 ENFORCEMENT AND REINFORCEMENT OF THE DRESS CODE

- a) The management shall sensitize the University community on the adherence of the set standards of the dress code.
- b) The whole University community has a role to play in encouraging the meeting of the dress code standards.
- c) The dress code shall be implemented by all the university community members such as lecture halls, dining hall, library, offices and other areas.
- d) All entry points to the University will be the first points of interaction with dress code regulation.
- e) All lecturers will be expected to enforce decent dressing among the students in their lecture halls.
- f) Positive reinforcement and encouraging decent dressing are the preferred approaches to ensure the University community complies with the dress code (Rewarding the best groomed student, both male and female annually).
- g) Other persons visiting the university such as parents, guardians, suppliers, foreign students and other visitors will be informed of the existence of dress code regulation in the university.
- h) The University should provide the students with subsidized branded wear. Students will be encouraged to have branded wear according to the graduation hood colours of their respective schools. This should be clarified, agreed upon, documented by the University and communicated to students and parents.
- i) The University management will enforce the University dress code. Breach of the university dress code standards by University community will be considered as **“misconduct”** and will be subject to disciplinary action.

2.3 DUTIES AND OBLIGATIONS

Student Obligations:

- i. The UoEm students shall read the dress code document, understand and sign.
- ii. The UoEm students shall adhere to the University dress code.
- iii. Students should understand how the dress code relates to their learning environment, health and safety, particular roles and duties during the course of their University life and honorary duties carried out within the University.
- iv. Failure to adhere to these standards may constitute misconduct and result in formal disciplinary proceedings taken in line with the students' disciplinary procedure.

Staff Obligations:

- i. The UoEm staff shall adhere to the University dress code.
- ii. UoEm staff is responsible for ensuring the dress code is adhered to in respect to the Students and visitors they interact with.
- iii. UoEm staff should use discretion in applying this dress code to ensure the spirit of the code is applied.
- iv. UoEm staff is supposed to be role models to the students in line with the standards of the dress code.

University Obligations

The University is committed to protect and promote the pursuit of its mission, vision and goals. In keeping with the University's commitment to the personal and intellectual growth of students within a values-based education and learning-centered community, students are expected to be responsible members of the community by complying with Kenyan laws and must abide by the rules and regulations of the University of Embu. In respect to the above, the university will endeavour to;

- i. Formulate effective policy framework to safeguard the university community against sexual harassment and equal opportunities for persons with disability.
- ii. Provide information and sensitize the university community on decent dressing and grooming.
- iii. Provide conducive environment for the university community.

2.4 KEY DRESS CODE STANDARDS

The following are the minimum standards of dress code, grooming and appearance that all members of the University community are to abide by. Members of the University community should ensure that their dress and appearance portrays a decent and professional image.

Inappropriate attire includes, but is not limited to, the following:

- i. Clothing that reveals too much of an individual's back, chest, stomach, thighs or innerwear.
- ii. Clothes that are very tight and display body outline.
- iii. Clothing that is intentionally ripped, rugged, torn or worn out.
- iv. Clothing with slogans or offensive language or images or promoting drugs or unlawful groups.
- v. Men should groom their hair and beards whereas the ladies should groom their hair and do modest makeup
- vi. Slippers, gumboots or any other unofficial sandals. Gumboots may be allowed in practicals/areas where they are defined as protective gear.

2.4.1 Regular Dress Code

2.4.1.1. Female

- i. Skirts/dresses with hem lines at the knee or below.
- ii. Wear blouses/tops with non-revealing necklines that do not reveal bare midriffs.
- iii. Wear clothing that does not reveal innerwear.
- iv. Mini-skirts that are above the knee, necklines that are four inches below the shoulders to the front and to the back, see-me-throughs, bare-backs among many others should be avoided.
- v. Students must cover up tattoos. If this is not possible then tattoos which may be deemed offensive to others must be covered.
- vi. Ensure that clothes are not excessively creased.
- vii. Outfits should be worn in a clean and presentable manner and changed daily.
- viii. Facial/body piercings are not permitted except modest piercing of ears.
- ix. Modest make up may be worn.
- x. Sweaters, loose fitting tops/dresses/skirts, trouser suits are acceptable.
- xi. Hair should be clean, neat and tidy at all times and arranged off the face and collar with suitable hair ornamentation where applicable.
- xii. Hair colour should be of a natural tone.
- xiii. Wearing of items arising from cultural or religious norms will be respected as long as provisions of the dress code are not compromised.

- xiv. Students who wear head coverings for social/religious reasons will be required to wear them in a manner that does not interfere with the ease of identifying them and to enhance engagement and communication.
- xv. Protective wear should be longer than shoulder length and not allowed to drape freely when doing practicals.

2.4.1.2. Males

- i. Display of bare chest is not allowed
- ii. Earrings and studs are not allowed
- iii. Baggy ,saggy ,worn out, unfinished or torn trousers are unacceptable
- iv. Beards and moustaches should be short and neatly trimmed and tidy.
- v. Hair should be clean, neat and tidy at all times and arranged off the face and collar with suitable hair ornamentation where applicable.
- vi. Hair colour should be of a natural tone.
- vii. Wearing of items arising from cultural or religious norms will be respected as long as provisions of the dress code are not compromised.
- viii. Students who wear head coverings for social/religious reasons will be required to wear them in a manner that does not interfere with the ease of identifying them and to enhance engagement and communication.
- ix. Protective wear should be longer than shoulder length and not allowed to drape freely when doing practicals in science/agriculture.

2.4.2 Uniformed student such as nursing students; hospitality and food production

- i. The provision of personal protective equipment is the responsibility of the student who must ensure that they have worn them while going for practicals and other sessions that may require protective clothing.
- ii. Uniforms' measurements must not be altered or added to by the individual.
- iii. Uniform should be worn in a clean and presentable fashion and changed daily.
- iv. Uniforms are **NOT** protective clothing. Thus, when handling contaminated and/or hazardous substances, appropriate personal protective equipment must be worn.

2.4.3 Practical based dress code such as science and agriculture students

- i. Ties must be removed or tucked in during practical sessions. Bow-ties are accepted.
- ii. Long hair is tied back
- iii. Uniforms' measurements must not be altered or added to by the individual.
- iv. Footwear should be comfortable and shoes should be closed, and should have a heel size of not more than one inch.
- v. Substance reactive buckles, fringes or small metal ornaments on footwear are not acceptable.

2.5 KEY PERSONAL PRESENTATION AND GROOMING STANDARDS

- i. Smoking in the university is prohibited except in designated areas.
- ii. No coming in to university premises drunk or under the influence of alcohol or prohibited substances.
- iii. Uniformed students are solely responsible for the maintenance and replacement of the uniform to avoid ruggedness.
- iv. Students and staff have the responsibility to maintain their personal hygiene to reduce the possibility of offensive body odour. Deodorants and perfumes can be used however should not be so strongly scented as to offend other persons in the University.
- v. Members of staff and students are not permitted to chew gum/khat (miraa) while on duty or in class respectively.

2.6 DRESS CODE IMPLEMENTATION STRATEGIES

- i. The mandate of implementation of this dress code shall be through the University Dress Code Committee. The university management shall ensure integrity in the execution of the dress code.
- ii. The implementation of the dress code, upon issuance should only occur after a formal notification.
- iii. The University will usually expect students to wear according to standards of the dress code when they are within the University premises and when engaged in University activities or representing the University in various events.

2.7 DRESS CODE COMMUNICATION

- a) The management shall ensure that the students and members of staff are sensitized on the existence and provisions of the university dress code.
- b) **All** students and staff in UoEm shall be made aware of this dress code as part of their orientation and induction, and must comply with the principles.
- c) In implementing this dress code, UoEm management must ensure that all members of the university community are treated fairly and equally.

2.8 MONITORING AND REVIEW OF DRESS CODE AND PROCEDURE

This dress code will be monitored and reviewed in line with the process outlined in the Dress code Framework. The management shall be responsible for ensuring that UoEM community understands and adheres to this dress code in their day-to-day work and learning.

Review of Student Conduct and Welfare Dress code shall be undertaken from time to time in order to ensure that it remains relevant to the needs of the University community. The UoEm management has the discretion to establish a formal review process for the university dress code.

Pictorial of recommended dress codes





Pictorial of inappropriate dress codes.

