

Development and Alumni Relations

Dress for Your Day

Purpose

As part of our goal to "Commit to Georgia," we offer *Dress for Your Day* guidelines regarding attire that reflects well on the University's culture of excellence.

Guidelines

Dress for Your Day is intended to allow flexibility with your work attire with the expectation that you will wear clothing appropriate for the nature of your business on a given day. *Dress for Your Day* supports a **business professional** dress code when you have interaction with alumni, donors, parents or individuals external to DAR, and upholds a **business casual** dress code when you don't.

Special Traditions

DAR Fridays supports a more relaxed attire, including nice jeans, for those not meeting with alumni, donors, parents or individuals external to DAR. *Game Day "Home Football Fridays"* encourages the wearing of red and black for employees who wish to express their team spirit.

Business Professional Attire

Business professional attire is appropriate for staff who are meeting with alumni, donors, parents or individuals external to DAR.

Suggestions include:

- Long-sleeved dress shirt, tie, and suit or sport coat worn with dress trousers; dress shoes and socks.
- Business-like dresses, skirts or slacks with nice shirts worn with or without a blazer; dress shoes.

Business Casual Attire

Business casual attire is appropriate for staff who are not meeting with alumni, donors, parents or individuals external to DAR.

Suggestions include:

- Button-down or Oxford-style shirts without a tie; polo-style or golf shirts; UGA logo wear; jackets or sweaters; khakis; loafers, deck shoes or similar.
- Blouses, polo-style shirts; dresses, skirts, business capris, khakis or slacks; UGA logo wear; jackets or sweaters; heels, sandals, flats, or similar shoes.

Inappropriate Work Attire

Cargo pants, sweat pants, or ripped, torn or frayed clothing | Leggings paired with t-shirts | Mini skirts, shorts or skorts | Crop tops, spaghetti straps, tank tops and halter tops | Beachwear or exercise wear | Hats or ball caps | Flip-flops, Crocs, etc. | Revealing or very form fitting clothing | Imprinted non-UGA t-shirts or sweatshirts

Dress for Your Day guidelines apply to staff working in DAR offices/buildings. This is not an exhaustive list. Good judgment must be exercised when selecting appropriate, clean, neat attire and grooming and should be in keeping with the requirements of your job. For specific questions, please consult your manager. Managers have the discretion to address inappropriate attire or grooming with their staff members. Staff members working in schools, colleges or units should discuss appropriate attire with your managers.



UNIVERSITY OF
GEORGIA

Development & Alumni Relations