

Professional image policy
for students & staff



Les Roches



lesroches.edu

Policy Intent and Scope

The intent of this policy is to provide professional image (dress code) expectations for Les Roches students and staff. The policy applies to all Les Roches students and staff - including students who visit campus during their internship periods - and staff without exception. Students in practical arts should respect the specification for each workshop/ department. The professional image should be respected on all Les Roches premises, including main buildings and outdoor areas. When visiting other business partners, please make sure to adhere to their dress code.

The management reserves its right to change this policy temporarily or permanently at any time.



General Principles & Rationale

A professional image is part of the school's image, reputation and employability of students. It is intended to reflect the reputation of Les Roches as an institution with high standards of professional image.

A professional image is important in industries where our students go to work, and therefore needs to be reflected in our internal professional image approach.

A professional image promotes a professional atmosphere at school which emphasizes academics/ practical operation and good behaviour.

A professional image reduces social conflict and peer pressure that may be associated with appearance, and can reduce the prevalence of certain undesired behaviours, which are often expressed through wardrobe.

When choosing clothes, ask yourselves: "Am I being respectful to my values and to the Les Roches community (fellow students, Les Roches staff, and partners)?", "Is this what I would wear to attend an interview for my dream job?", "Are my clothes clean?", "Do I lead by example?"

Students and staff with badges as part of their uniforms should always wear them. If for any reason someone does not have a name badge, they must ask for a temporary badge at reception.

Types of Attire

There are three types of business attire mentioned in this policy:



Business Professional

'Business Professional' is the primary type of attire worn by you. Business professional consists of wearing generally professional and non-extravagant clothing, allowing you to portray yourself in a professional manner. This generally means for women a dress, skirt or trouser suit and for men a suit (jacket and trousers), shirt, tie and professional shoes. Certain fabrics are not considered business professional.

During hot weather, short sleeves, open toe shoes for ladies and no jacket is allowed as per communication from management.

Business Professional Fabrics (both for men and women)

Allowed

Wool/light wool, polyester, tweed (for suits); silk, silk blends, cotton/poly blends (for blouses or tops)

Not allowed

- Denim, jersey, leather, spandex
- 100% linen or any easily wrinkled material
- Chiffon or see-through (transparent)
- Satin, sequins, rhinestones, feathers

Casual

Casual clothing is for weekends (except special events) and weekdays as of 6pm until 6am.



Professional Uniform

Professional uniforms are reserved for students and staff in specific roles (e.g. practical duty, housekeeping, purchasing, etc.). These roles will require that uniforms are worn for safety, hygienic or occupational reasons. Uniforms are designed to help people do their jobs better, stay clean and safe, and help visibly identify people on duty. (For students in semester 1, see "BBA1 Grooming standards").



Regulations

Business Professional

- Business professional attire should be worn by all from Monday to Friday, from 6am to 6pm.
- Business professional should be worn by everybody, including those passing through or using campus services or outlets located in the main building and Roots.
- Academic classes or other professional events (e.g. guest speakers) scheduled after 6pm, require business professional attire unless specifically mentioned otherwise.
- In case of official events on any campus, business professional hours may be extended or be applicable on weekends, subject to the event agenda.
- While seated in class, outlets and public areas jackets may be removed and placed on the back of the chair.
- The use of skirt/dress/trousers - jacket combinations can be worn, but colors should be coordinated and dresses should be professional.
- Caps, hats and sunglasses must not be worn inside the school. Students should use the lockers and coat racks provided for storing belongings/hanging their coats and winter jackets.
- Women's blouses/tops must not be longer than the jacket.
- Boots, of any description, may not be worn as part of business professional.
- School outlets may specify additional dresscode guidelines which are to be respected by all students.

Uniforms

- Students in practical arts with duties scheduled in a kitchen or in service may not leave the campus or walk through the village while wearing their professional uniform unless directed to do so by their Dean.
- Lockers are provided for students to change into their uniform once they are on campus.
- Uniforms should be changed every day and should always be of impeccable appearance.
- No beards are allowed when in practical arts and hair must be cut above the collar.
- Women in Practical Arts must tie back long hair into a bun.
- Students should refer to the Practical Arts presentation for the details of which uniforms should be worn in the different workshops.



Regulations

Casual

- Casual clothing may be worn outside of designated business professional hours.
- The use of casual clothing must not be distracting or offensive to others.

Reinforcement of Professional Image - Roles & Responsibilities

All students and staff must follow the guidelines as specified in this policy and we rely on each other to demonstrate respect for the norms and rules of the school. We encourage everybody to have a transparent conversation with their peers if they find their professional image inappropriate and in breach of the guidelines of this policy.

The school reserves the right to ask students who do not comply with the professional image policy to change into more appropriate attire.

The school reserves the right to refuse access to class, services and outlets to those who do not comply with the professional image policy or who do not display professional behavior.

Responsibilities:

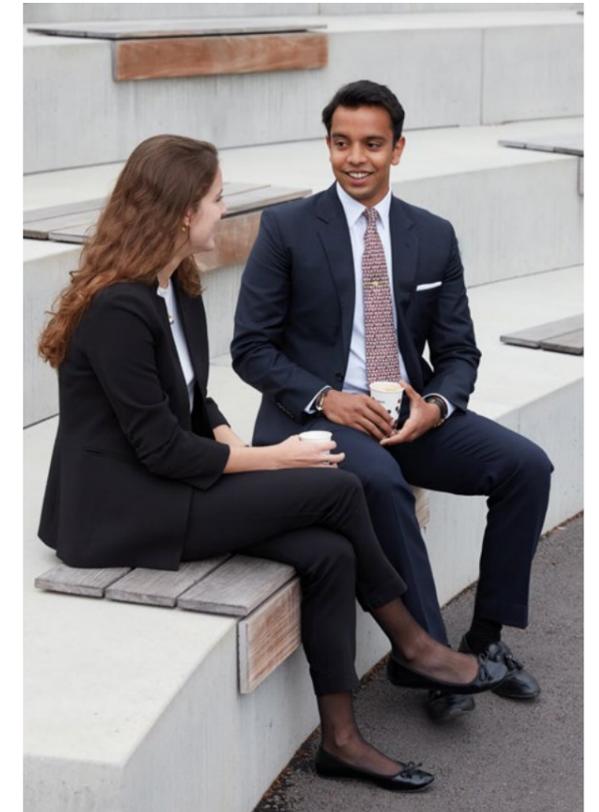
We expect that all faculty and staff members reinforce the professional image policy, by:

- Applying rigorously the professional image policy as role models.
- Ensuring that students apply it inside and outside the classroom during the designated business professional hours and specific events
- Requiring students to take immediate actions to be compliant to the policy.

Consequences:

Any consistent failure to follow these guidelines can result in:

- Being marked late/absent for class
- Disciplinary action as per the school/employee regulations.



Examples of business professional attire Women

Examples of business professional attire Women

Allowed

Color:

- Colors may be worn but should be professional and color coordinated
- Pinstripe, plain or plaid

Hairstyle, Make-up, Jewelry:

- Long hair must be kept neat and tidy
- Make-up must be natural and discreet
- Non-obtrusive jewelry

Clothing:

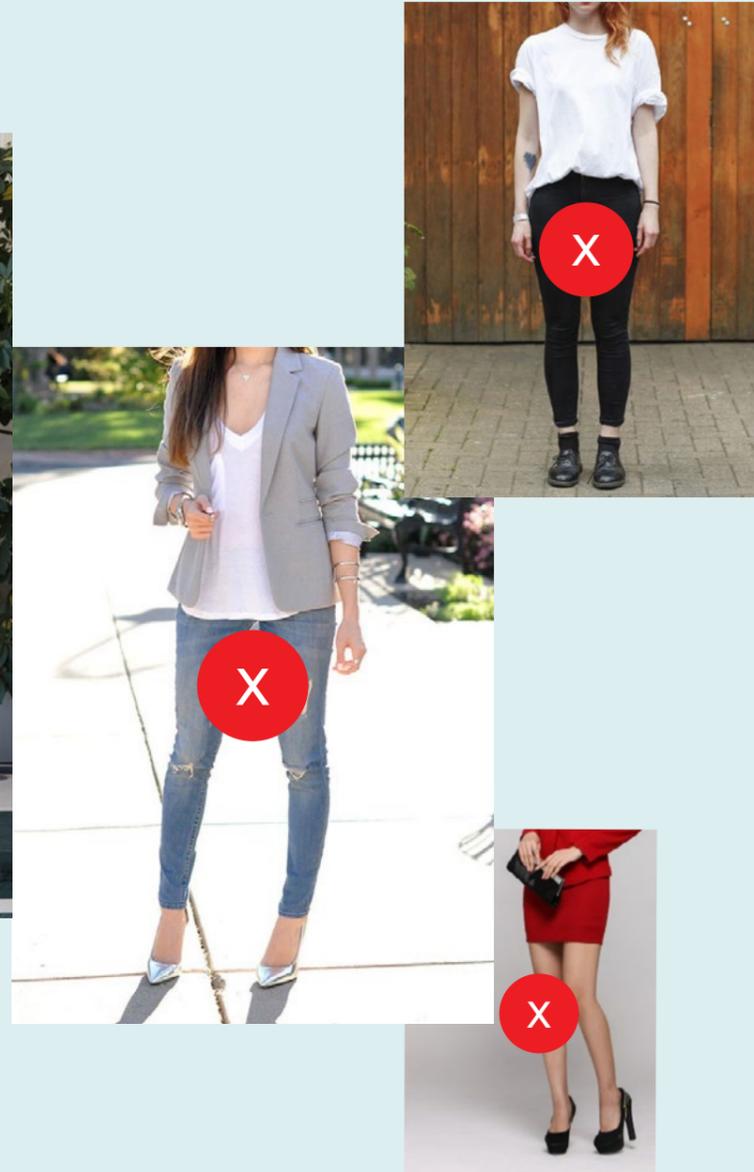
- Jacket is mandatory unless specified by a formal communication from management
- Blouses or tops with long sleeves, short sleeves, sleeveless tops, round and V-neck tops
- Blouses should be fitted but not skin tight and no longer than the jacket
- Pullover of plain and discreet color worn under a jacket
- Fine neck-ties or business scarves worn around the neck
- Business trousers full length or just above ankle
- Skirts and dresses with a length no shorter or longer than one credit card height (8cm) above the knee

Footwear:

- Shoes must be polished, professional, closed and limited to two colors (black, brown, grey, navy blue, burgundy)
- For Practical Arts, shoes must be professional and black



- Coordinated color suit
- Blouse no longer than jacket
- Full length trousers
- Appropriate skirt length
- Neat & tidy hair
- No more than 3 pieces of jewelry
- Suit jacket
- Natural nail polish
- Elegant, one color shoes



- Blouse hanging below hem or jacket
- Jeans or tight jeans
- Mini skirt
- Platform shoes
- T-shirt
- Ankle socks

Not allowed

Color:

- Fluorescent colors
- Obtrusive color combinations

Hairstyle, Make-up, Jewelry:

- Unnatural hair colors
- No loose hair in Practical Arts; must be tied back in a bun
- Bright unusual lipstick colors
- Piercings and other face-jewelry (nose, tongue, lips, brow line)

Clothing:

- Cardigan instead of a jacket
- Tops with spaghetti straps, with midriff showing, deep V-neck either in front or in the back
- Transparent blouses or tops with visible underwear, T-shirt
- Woollen or other thick scarves
- Skin tight trousers, jeans of any color or leggings, Bermuda shorts, shorts
- Mini skirt, skin-tight skirts, long skirts or dresses
- Blouse or top hanging below hem of jacket
- Ankle socks

Footwear:

- Boots, sneakers, sports shoes, sandals, slippers, open shoes, flip-flops
- Platform shoes or wedge heels

Examples of business professional attire Men

Allowed

Color:

- Colors may be worn but should be professional and color coordinated
- Pinstripe, plain or plaid

Hairstyle, Make-up, Jewelry:

- If hair is short, it is to be cut above the collar; if hair is long, it is to be tied in a hair bun/pony tail. Hair needs to be styled and well-kept
- Hair must be cut above the collar in Practical Arts
- Facial hair must be maintained daily
- Reasonable length beards, goatees and moustaches are acceptable as long as they show clear signs of daily up-keep (shaved sides, clear lines), and only if grown prior to the start of the semester
- Clean shaven if no beard
- No beard in BBA1
- Jewelry must be non-obtrusive, no more than 3 pieces (watch, ring, necklace or bracelet)

Clothing:

- Jacket is mandatory
- Business tie or bow tie is mandatory
- Shirt must be discreet pattern, long-sleeved, tucked in, cuffs buttoned, tie well-adjusted
- Short sleeved shirts are allowed during hot period (according to communication from management)
- Pullover with V-neck collar or a waistcoat worn over a shirt with a tie and under a jacket of plain and discreet color
- Pocket handkerchief is allowed
- Business trousers are mandatory

Footwear:

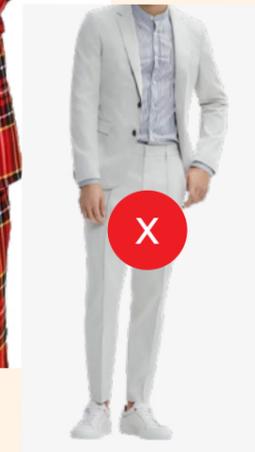
- Shoes must be polished, professional, closed and limited to two colors (black, brown, grey, navy blue, burgundy).
- For Practical Arts, the shoes and socks must be black.
- Mid-calf/crew socks are compulsory



Professional suit
.....
Suit jacket
.....
Full length trousers
.....
Up-kept facial hair
.....
Business tie
.....
Clean shaven
.....



Casual jacket
.....
Jeans
.....
No socks
.....
Sneakers
.....
Obtrusive pattern
.....
No business tie
.....
White shoes
.....



Examples of business professional attire Men

Not allowed

Color:

- Obtrusive color combinations
- Fluorescent colors

Hairstyle, Make-up, Jewelry:

- Unnatural hair coloring
- Ponytails/buns in BBA1
- Facial hair must not be grown during the semester
- Beards are not allowed at all when in BBA1
- Stubble
- Visible piercings
- Earrings
- Obtrusive jewelry

Clothing:

- Cardigan instead of a jacket
- Shirts or jacket with Mao collars
- Shirts untucked; rolled-up sleeves
- Fancy motif ties
- Dockers, Bermuda shorts, skin-tight pants, jeans, three-quarter trousers, velvet or corduroy trousers
- Turtle neck pullover

Footwear:

- Sport socks; socks with obtrusive patterns and colors
- Boots, sneakers, sports and leisure shoes, flip-flops or sandals

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