

Standards of Personal Conduct BU-PP 023

Policy

Baylor University expects its employees to conduct themselves and their affairs in an ethical and moral manner that positively reflects its Christian aims and mission, in all circumstances, in all situations and at all times. Employees are expected to dress professionally.

Topics

Personal and Professional Conduct
Participation in Politics
Dress Code

Related Policies

[BU-PP 002 — General Employment Policies](#)
[BU-PP 024 — Code of Ethics](#)
[BU-PP 807 — Staff Discipline](#)

Additional Information

None

Contact

Human Resources 254.710.2000 or askHR@baylor.edu

Personal and Professional Conduct

Baylor University places a high value on human relations and human rights. Therefore, the University strives to maintain a work environment that is based on mutual respect for all employees. In turn, the University expects each individual to diligently perform the job for which he or she is employed. In addition to compliance with all approved policies and procedures, attention to work-related duties and customer service is of utmost importance. Professionalism in communications and behavior is the expected form of interaction in all of the University's work-related settings. When differences of opinion occur, only constructive and respectful forms of communication are considered appropriate.

Participation in Politics

Employees are permitted to engage in partisan politics on an individual basis but should take reasonable steps to make it clear that they are not acting on behalf of the University. For example, in all correspondence, public statements, and other communications, an employee should use his or her personal mailing address, email address and stationery and not make reference to his or her University affiliation. If any reference to University affiliation is made, even for identification, the employee should state that the communications are personal and not official University communications.

Dress Code

Employees represent the University to a variety of constituents and are to dress cleanly, neatly, and appropriately for their jobs at all times. Each department head should establish dress standards for his or her department, considering factors such as work location, requirements of the job, health/safety risks, and should communicate these standards clearly to employees. Below are the generally accepted dress standards for the University:

1. Business Casual Dress

- For men, business casual generally refers to khakis or dress slacks, dress shirts or knit shirts with collars or sweaters and professional footwear. Jackets and ties should be worn when appropriate.

- For women, business casual generally refers to khakis, dress slacks or skirts, blouses or knit shirts and professional footwear.

2. Spirit Day Dress

Each Friday of the week is designated as Baylor Spirit Day during which employees are encouraged to wear business casual attire that highlights Baylor. One exception to the typical business casual attire is permitted on Baylor Spirit Days – neat and appropriate jeans may be worn in the place of slacks and skirts. From time to time, business meetings or other events may require an employee to dress more formally, even though it is considered Baylor Spirit Day. Therefore, employees are expected to use good judgment regarding this matter.