

Brandon Literacy Council Inc. – Learner Dress Code

We are preparing learners to enhance their prospects for employment. Most places of employment have a dress code.

Brandon Literacy Council Inc.'s (BLC's) dress code is intended to allow learners to work and study comfortably in the classroom. Learners are expected to dress, to a minimum, in a manner that would be expected in most places of employment that allow casual dress.

Casual dress is acceptable under the guidelines provided.

These guidelines and the chart will help you determine what is appropriate to wear to class or for many employment settings.

- Clothing that reveals cleavage, your back, your chest, your stomach or your underwear is **not** appropriate in the classroom or in a business casual setting.
- Clothing that has words, terms, or a picture that may be offensive to other learners, volunteers and /or employees is **not** appropriate.
- Casual dresses and skirts that are split at or below the knee are appropriate. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are **not** appropriate for class. Mini-skirts, shorts, skorts, and revealing sun dresses are inappropriate.
- Casual shirts, dress shirts, sweaters, golf-type shirts, and turtlenecks are appropriate.
- Sandals are permitted.

Permitted	Not Permitted
slacks, pants, jeans (in good repair), just above the knee length shorts	spandex or form fitting shorts or pants such as those used for biking
skirts or dresses that sit just above the knee or longer	mini-skirts or skirts that ride halfway up the thigh when sitting
casual shirts, dress shirts, sweaters, golf-type shirts, and turtlenecks, T-shirts that cover the midriff and lower back especially if low-rise jeans or skirts are worn	tops that expose cleavage, the midriff and mid or lower back
sleeveless tops for women	halter tops, bare midriffs, sleeveless tops for men
sandals	bare feet

No dress code can cover all contingencies so learners must use a certain amount of judgment in their choice of clothing to wear to class. If you are unsure if certain attire is acceptable, please speak to your instructor or teacher or the executive director.

If clothing fails to meet these standards, as determined by BLC, a learner will be directed discreetly by a staff member to go home to change. If dress code violations continue, a learner may be asked to leave the program. The dress code is subject to change by Brandon Literacy Council Inc.