

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 462.2</b>	
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		<b>Last Revision Date:</b>	08-30-93
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Employees' Dress and Personal Appearance

## PURPOSE

The purpose is to provide guidelines regarding employees' personal appearance.

## PROCEDURE

In performing official duties, employees will dress and groom themselves in a manner which reflects the professional status and image of the College.