

## **PERSONAL APPEARANCE AND DEMEANOR**

Discretion in style of dress and behavior is essential to the efficient operation of Langston University. Employees are, therefore, required to dress in appropriate attire and to behave in a professional manner. Please use good judgment in your choice of work clothes and remember to conduct yourself, at all times, in a way that best represents you and the University.

Employees are also required to keep their work environments clean and orderly. Before departing in the evening, employees should lock all files and cabinets and clear all work materials from desk surfaces, especially material of a sensitive or confidential nature.

Employees failing to adhere to proper University standards with respect to appearance and demeanor are subject to disciplinary action.