



Professional image policy for students

Policy intent & scope

The intent of this policy is to provide professional image (dress code) expectations for Glion students. The policy applies to all Glion students - including students who visit campus during their internship periods - without exception. Students in their Practical Arts semester should respect the specification for each workshop/department. The professional image should be respected on all Glion premises including main buildings and outdoor areas.

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 Glion 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 behavior.
- A professional image reduces social conflict and peer pressure that may be associated with appearance, and can reduce the prevalence of certain undesired behaviors, which are often expressed through wardrobe.
- When choosing their clothes, students should ask themselves: "Am I being respectful to the Glion community (fellow students, Glion 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 in their Bachelor's first semester should always wear their name badges. If for any reason a student does not have a name badge, they must ask for a temporary badge at Student Concierge Desk.

There are three types of attire mentioned in this policy

01 Business Professional

'Business Professional' is the primary type of attire worn by students. Business Professional consists of wearing generally conservative/classic and non-extravagant clothing, allowing students to portray themselves 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 dress shoes. Certain fabrics are not considered Business Professional.

Some helpful examples and pictures of what is recommended and not recommended as part of Business Professional are detailed in this policy.

BUSINESS PROFESSIONAL FABRICS (BOTH FOR MEN AND WOMEN)

ALLOWED

- Wool/light wool, polyester (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

02 Professional uniform

Professional uniforms are reserved for students 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 students do their jobs better, stay clean and safe, and help visibly identify students on duty.

03 Smart Casual

Casual clothing is for weekends (except special events) and evenings after the designated hours of Business Professional. In the Club (Glion campus), Hub (Bulle campus), Lounge (London campus) only casual attire can be worn by all students at all times.

Regulations

Business Professional

BULLE CAMPUS

- Business Professional attire should be worn by all students Monday to Friday, from 08:00 to 18:00. The exception to this is the Hub and Library where smart casual attire may be worn throughout the whole day.
- Business Professional should be worn by all students attending class as well those passing through or using campus services or outlets located in the main building and academic center. The Library and Hub remain the only exception to this.
- Should students be scheduled to attend academic classes beyond 18:00, students must follow Business Professional guidelines.

GLION CAMPUS

- Business Professional should be worn by all students passing through or using campus services or outlets located on the ground floor of the main building (which includes Maison Décotterd, Lobby Lounge, Le Bistro and Restaurant Stéphane Décotterd) Monday to Saturday from 08:00 to 18:00.
- In the Club only, casual attire can be worn by all students at all times (unless exceptions to this are communicated).
- In all other areas, Business Professional attire should be worn by students Monday to Saturday from 08:00 to 18:00.

LONDON CAMPUS

- Business Professional attire should be worn by all students Monday to Friday from 08:00 to 18:00 in Downshire House.

ALL CAMPUSES

- 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 student spaces jackets may be removed and placed on the back of the chair.
- Women and men may wear separates but these should be color coordinated and classic professional (e.g. grey jacket may be worn with black trousers and black top).
- 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.
- Business Professional should be worn by all students who select to dine in Restaurant Stéphane Décotterd and Lounge Bar. Students dining in Le Bistro, Le Bistro Bar and Lobby Lounge from 08:00 to 19:00 are permitted to wear smart casual attire.
- Other outlets may specify additional guidelines which are to be respected by all students.

Uniforms

- Students should refer to the Practical Arts presentation for details of which uniforms should be worn in the different workshops.

Smart Casual

- Casual clothing may be worn outside of designated Business Professional hours or when otherwise directed.
- In the Club (Glion campus) only, casual attire can be worn by all students at all times.
- Casual clothing must not be distracting or offensive to others.

Reinforcement of Professional Image – roles & responsibilities

All students 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 students to have a transparent conversation with their classmates 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 students who do not comply with the professional image policy or who do not display professional behavior.

RESPONSIBILITIES:

Students should take note that all faculty and staff members reinforce the student professional image policy.

CONSEQUENCES:

Any consistent failure to follow these guidelines can result in disciplinary action as per the Student Code of Conduct.

Examples of Business Professional attire – women



Allowed

COLOR

- Classic colors are generally recommended for suits: e.g. black, navy blue, brown, dark or light grey
- Lighter/brighter colors may be worn but suits or separate combinations should be classic professional and color coordinated
- Tops/blouses may be bright colors or have discreet patterns
- Pinstripe or plain or plaid

HAIRSTYLE, MAKE-UP & JEWELRY

- Long hair must be kept neat and tidy
- Make-up must be natural and discreet
- Nail polish of classic soft tones
- Non-obtrusive jewelry – professional guidelines are no more than 3 pieces of jewelry in addition to a watch (ring, necklace, bracelet, earrings only on ear lobes)

CLOTHING

- Jacket is mandatory
- 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 jacket
- Pullover (crew or v neck) of plain and discreet color worn under a jacket
- Fine neck-ties or business scarves worn around the neck
- Suit trousers full length or just above ankle
- Skirts and dresses with a length no shorter or longer than one credit card height above or below the knee
- Tights/stockings are mandatory when wearing a dress or skirt (plain and classical colors, skin or black)
- Sheer ankle or knee stockings are mandatory with trousers

FOOTWEAR

- Shoes must be polished, elegant, closed and one color (black, brown, grey, navy blue)
- For Practical Arts, shoes must be black, and the heel must be 3cm high and 3cm wide



- 01 Classic color suit with jacket
- 02 Blouse no longer than jacket
- 03 Full length trousers

- 04 Neat & tidy hair
- 05 No more than 3 pieces of jewelry
- 06 Skirt length

- 07 Glion name badge
- 08 Natural nail polish
- 09 Elegant, one color shoes

Examples of Business Professional attire – women



Not allowed

COLOR

- Loud printed patterns
- Fluorescent colors

HAIRSTYLE, MAKE-UP & JEWELRY

- Unnatural hair colors
- No loose hair in Practical Arts; must be tied back in a chignon
- Bright unusual lipstick colors
- Piercings and other face-jewelry (nose, tongue, lips, brow line, other parts of the ear except the lobe)
- Visible tattoo

CLOTHING

- Cardigan instead of a jacket
- Turtleneck sweaters
- 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, Capri trousers, jeans or leggings, Bermuda shorts, shorts
- Skin-tight skirts, long skirts or dresses
- Blouse or top hanging below hem of jacket

FOOTWEAR

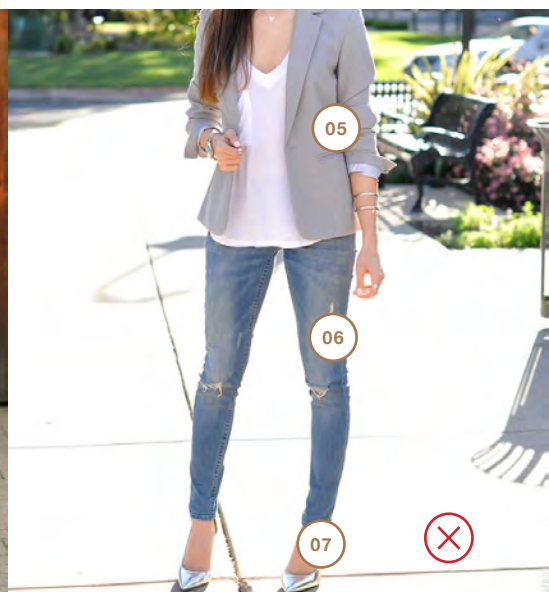
- Boots, sneakers, sports shoes, sandals, ballerina slippers, open shoes
- Platform shoes or wedge heels



01 Loud patterned skirt



02 T-shirt
03 Visible tattoo
04 Tight jeans



05 Casual blazer
06 Jeans
07 Silver shoes

Examples of Business Professional attire – men



Allowed

COLOR

- Classic colors are generally recommended for suits: e.g. black, navy blue, brown, dark grey
- Lighter colors may be worn but suit style should be classic professional
- Pinstripe or plain or plaid

HAIRSTYLE, MAKE-UP & JEWELRY

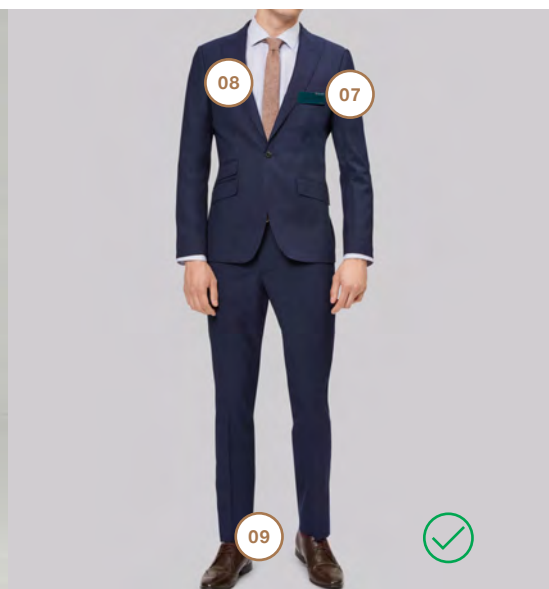
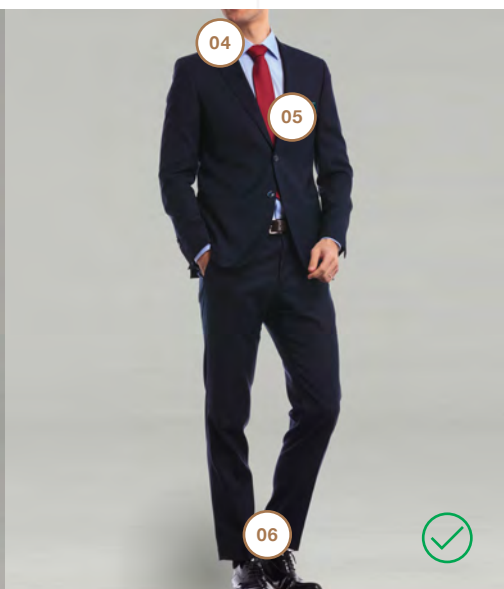
- If hair is short, it is to be cut above the collar; if hair is long, it is to be tied in a hair bun. Hair needs to be styled and well-kept
- Hair must be cut above the collar in Practical Arts
- Facial hair must be shaved daily
- Reasonable length beards (max. 1cm), goatees and moustaches are acceptable 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 facial hair
- 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 classic pattern, long-sleeved, tucked in, cuffs buttoned, tie well-adjusted
- Short sleeved shirts are allowed in summer (June-September)
- Pullover with V-neck collar or a waistcoat worn over a shirt with a tie and under a jacket
- Pocket handkerchief
- Full length suit trousers and socks are mandatory

FOOTWEAR

- Shoes must be polished, classic city, elegant, closed and one color (black, navy blue, brown or grey)
- For Practical Arts, the shoes and socks must be black
- Mid-calf/crew socks are compulsory, of a plain and dark classic color or matched with the color of shoes



- 01 Classic color suit
- 02 Suit jacket
- 03 Full length trousers

- 04 Clean shaven
- 05 Business tie
- 06 Socks matching shoe color

- 07 Glion name badge
- 08 Classic shirt
- 09 Elegant, one color shoes

Examples of Business Professional attire – men



Not allowed

COLOR

- Loud printed patterns
- Fluorescent colors

HAIRSTYLE, MAKE-UP AND JEWELRY

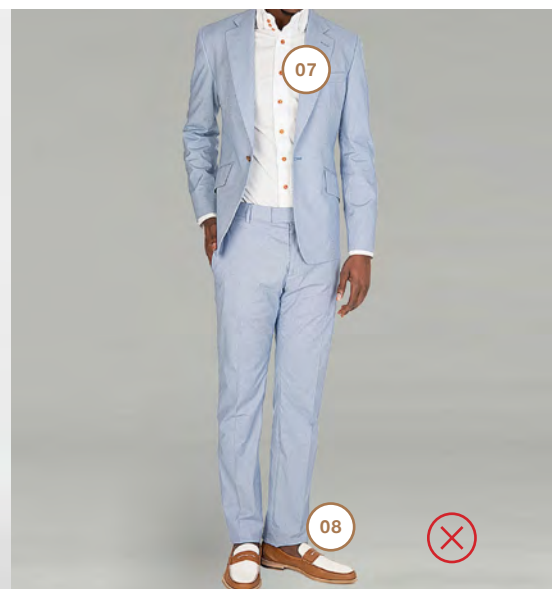
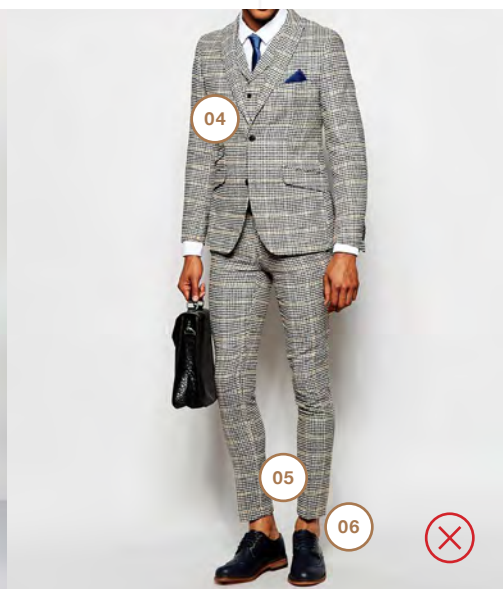
- Unnatural hair coloring
- Ponytails
- Facial hair must not be grown during school time
- Stubble
- Visible piercings
- Visible tattoo
- Earrings
- Obtrusive jewelry
- No nail polish

CLOTHING

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

FOOTWEAR

- Bi-color or bright color shoes
- Sport socks; socks with patterns, stripes or bright colors
- Boots, sneakers, sports and leisure shoes, flip-flops or sandals



- 01 Casual jacket
- 02 Jeans
- 03 Sneakers

- 04 Loud patterned suit
- 05 Ankle length trousers
- 06 No socks

- 07 No business tie
- 08 Bi-colored shoes