

SSTH DRESS CODE

Rules for students



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1. Reminder of general measures

Respect for others, as well as respect for one-self, entails wearing elegant and professional clothes. Employers are very sensitive to this specificity at the SETH as they know that you "only have one chance to make a good first impression". If they recruit their future employees at SETH, it is not only because of the knowledge and know-how acquired both theoretically and practically during the studies, but also because of the way of being and the way of behaving which is partially translated through a well-kept appearance. This competency, alongside positive attitude, smiles and ease of contact in a multicultural environment, is a differentiating element of our institution and helps us to establish reputation and the employability of the students.

The dress code aims to establish and maintain this competitive advantage. Its ambition is to leave to each and everyone the opportunity to develop his/her personality within the limits imposed by a certain number of established rules. These rules aim to guide choice of style yet allow for the expression of personality and the choice of a style (which uniforms do not allow for), and be precise enough to clarify and ensure appropriate presentation.

Respecting these rules and the values that they embody is our responsibility as students, faculty and staff members. It is, for each of us, a matter of adopting good habits, of setting an example and of remaining wary of possible excesses.

Clothes must be classic, exempt from any extravagance and similar to the one which is required from an executive in most international hotels and restaurants. If you are unsure whether the clothes you are wearing are appropriate and follow the standards, ask yourself the following question: "Would I wear the same outfit to attend an interview for the job which I dream of?" If the answer is no, you should go and change!

1.1 General measures

The dress code, as indicated in the directive, applies during working days from 8:30 am till 4:30 pm, throughout the whole year, over all academic buildings, as well as at all points of sale. These rules are also valid whenever a student visits the school outside of normal school times (for example, if the student is on practical training, is sick or on holiday).

It is difficult to establish an exhaustive list of all items which can be worn. To avoid this situation, the approach chosen in this document is to specify what is and is not permitted.

2. SSTH dress code for women

	Advised or Permitted	Not accepted
General	<ul style="list-style-type: none"> • Tailored suit (skirt, pants or dress and jacket) of professional type has to be of classic color (no fancy color). Jacket and pants do not have to be coordinated as long as they are of plain, classic and discreet color. If the jacket is not plain or of a dark color, it must be worn with pants or a skirt that are plain and dark in color. Pants have to have a fold (crease). • Jewelry brings a personal touch to your style, completes your outfit and emphasizes your personality. It must remain discreet. • You are responsible for the good condition and for cleaning your clothes. • Coats and winter jackets and caps or hats must be kept in the lockers in the changing rooms or in offices and must not be worn inside the school. 	<ul style="list-style-type: none"> • Sports clothes. • Leisure wear: leather jackets, jeans jackets, tunics worn as dresses and longer than the length of the jacket, bermuda shorts, capri pants, miniskirts, etc. • Wearing visible religious symbols. • Kitchen, service, stewarding and housekeeping outfits/uniforms must not be worn off campus or when commuting between your house and the campus. During winter, wearing a pullover under stewarding or housekeeping overall is permitted, as long as it is not visible.
Head and neck	<ul style="list-style-type: none"> • Make-up must be natural and discreet. • An adapted hairstyle is essential and contributes decisively to your well-being. Studies showed that well-kept hair and stylish and impeccable cut increase considerably the image of goodwill of the individuals and allow them to present better their personality. Hair cannot be tied or held by inadequate utensils (e.g. pencils, pens, household rubber bands, etc.) • Permitted: Fine neck-ties or scarfs worn around the neck. 	<ul style="list-style-type: none"> • Woolen or other thick scarfs. • Bright unusual colored lipstick, such as green, the blue, dark brown or black. • Piercings and other face-jewelry (nose, tongue, lips). • Visible tattoos. • Glasses with bright colored lenses. • Wearing sunglasses inside the buildings.

	Advised or Permitted	Not accepted
Chest, arms and hands	<ul style="list-style-type: none"> • Jacket must be always be worn. • Blouse or tops (either short or long-sleeved) cannot exceed the length of the jacket and must not be transparent. Blouses should not be too tight and tighten the breast, or too loose. Under white blouses, underclothes have to be white or flesh colored. • Hands must be clean, well looked after and nails should be maintained at an appropriate length. Colored nail polish is accepted provided it stays in classic tones. • Permitted: Pullover or turtle neck pullover of a plain and discreet color worn under a jacket. 	<ul style="list-style-type: none"> • Cardigans in wool, cotton or other as a replacement for a jacket. • A turtle neck sweater or pullover worn without a jacket, tied around the waist or over the shoulders. • Rolled up sleeves. • Blouses or tunics which exceed the length of the jacket. • Tops which show midriff or bare shoulders - sleeveless tops. • Transparent blouses or tops. • Tops with deep cleavages or low either in front or in the backs.
Legs	<ul style="list-style-type: none"> • The length of skirts and dresses must be adequate. The wearing of a short skirt (above 8.5 cm over the top of the knee which represents a staff access card in its length) is not accepted. • Wearing a belt is compulsory when the skirt or pants are fitted with belt-loops. • Wearing stockings or tights (plain color in classical colors i.e. black, grey, flesh or brown, without patterns) is compulsory with a skirt or a dress. 	<ul style="list-style-type: none"> • Short skirts/dresses worn above 8.5 cm over the top of the knee. (Staff card in his length). • Skin-tight skirts • Long skirts or long dresses. • Skin-tight/slim pants, three-quarters, jeans, leggings. • Linen pants, chinos or pants with no creases • Pants, skirts and dresses with bright or big printed patterns. • Transparent dresses, skirts or pants (veil or others). • FancyPatterned, opaque, shiny or net tights or stockings.
Feet	<ul style="list-style-type: none"> • Shoes must be classic low- fronted shoes, elegant, closed and plain in color. The height of heels must not exceed 8.5 cm. Platform shoes as well as wedge heels are not admitted. Shoes must be regularly cleaned and polished. • Permitted: Leather boots and city bootees only when worn with pants. 	<ul style="list-style-type: none"> • Shoes with heels over 8.5 cm. • Shoes with decorations and metal detailing such as metal studs, zippers, big buckles, etc. • Platform shoes or wedge heels. • Boots or bootees worn with a skirt or a dress. • Sneakers and all different leisure shoes. • Sports shoes, beach shoes or sandals (flip-flops, slippers, rope- soled sandals, espadrilles, etc.).

YES



YES



YES

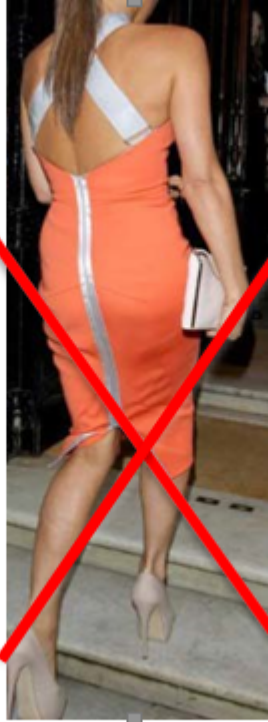


NO



Heels too high and platform shoes

NO



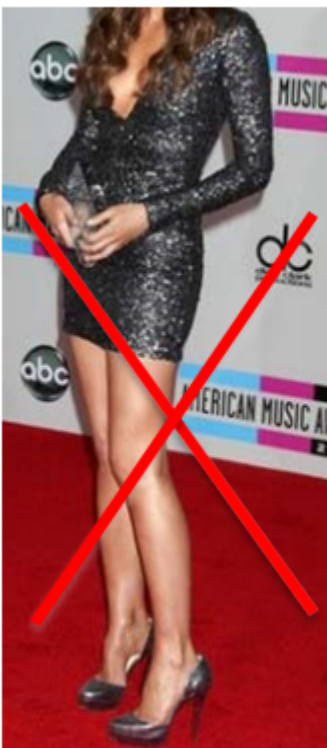
Bare shoulders and heels too high

NO



Transparent blouse

NO



Skirt too short and tight
Heels too high

NO



Leather pants

NO



Transparent dress

NO



Deep cleavage

NO



Long, transparent skirt

NO



Skirt too short, boots
with a skirt

NO



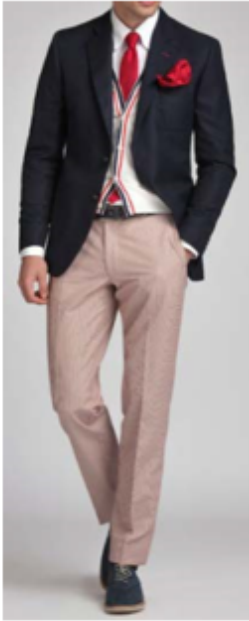
Chino pants with no crease,
open shoes, sunglasses inside

3. SSTH dress code for men

	Advised or Permitted	Not accepted
General	<ul style="list-style-type: none"> • Tailored suit (pants and jacket) in a classic color (e.g. navy, grey, black, beige, etc.). Jacket and pants do not have to be coordinated as long as they are of a plain, classic and dark in color. Pants have to have a crease. • You are responsible for the good condition and for cleaning your clothes. • Coats and winter jackets and caps or hats must be kept in the lockers in the changing rooms or in offices and must not be worn inside the school. 	<ul style="list-style-type: none"> • Sports clothes. • Leisure wear: leather jackets, jeans jackets, shirts with patterns or drawings (flowers, etc.), bermuda shorts, shorts, capri pants, etc. • Wearing visible religious symbols. • Kitchen, service, stewarding and housekeeping outfits/uniforms must not be worn off campus or when commuting between your house and the campus. During winter, wearing a pullover under the stewarding or housekeeping overall is permitted, as long as it is not visible.
Head	<ul style="list-style-type: none"> • Haircuts need to be short, styled and well kept. Hair should be combed. • Beards, goatees and moustaches are acceptable as long as it shows clear signs of daily up keeping (shaved sides, clear lines, well-trimmed, etc.). It is not permitted to grow a beard during school time. • The maximum acceptable length of a beard is 1 cm. 	<ul style="list-style-type: none"> • Woolen or other thick scarfs. • Growing a beard or having an un-kept beard during school time. • Piercing and face-jewelry (nose, tongue, lips and earrings). • Visible tattoos. • Glasses with bright colored lenses. • Wearing sunglasses inside the buildings.

	Advised or Permitted	Not accepted
Chest, arms and hands	<ul style="list-style-type: none"> • Jackets must always be worn and preferably buttoned. • Shirts with short or long sleeves must be of a discreet color. Collars should be always closed and ties well-adjusted. • Hands must be clean, well looked after and nails should be maintained at an appropriate length. • Permitted: Pullover with V-neck collar or a woolen waistcoat worn over a shirt with a tie and under a jacket. • Turtle neck pullover of a plain and discreet color worn under a jacket. 	<ul style="list-style-type: none"> • Turtle neck sweaters or pullovers worn without a jacket, tied around the waist or over the shoulders. • Shirts with collars undone even if the tie is adjusted. • Shirts with Mao collars. • Shirts untucked (even partially). • Rolled-up sleeves.
Legs	<ul style="list-style-type: none"> • Wearing a belt is compulsory. 	<ul style="list-style-type: none"> • Linen pants, type chinos or pants without folds • Velvet pants or corduroy • Bright colored pants • Jeans, three-quarters pants, skin-tight (skinny, slim) of whatever color.
Feet	<ul style="list-style-type: none"> • Shoes must be classic city shoes, elegant, closed and of a plain color. Shoes must be regularly cleaned and polished. • Wearing socks is compulsory. • Socks are necessarily of a plain color, dark colored or matched with the color of shoes or tie. 	<ul style="list-style-type: none"> • Shoes worn without socks. • Patterned or striped socks. • Shoes with decorations and metal detailing such as metal studs, zippers, big buckles, etc. • Leisure shoes. • Sports shoes, beach or sandals shoes (flip-flops, slippers, rope-soled sandals, etc.),

YES



YES



YES



NO



Chino Pants without crease

NO



Unadjusted tie

NO



No socks
Sun glasses inside

4. Lighter dress code

4.1. High temperatures

In case of warm temperatures (above 25°C), a lighter dress code is allowed:

	Permitted for women	Permitted for men
General	<ul style="list-style-type: none"> •Jackets are no longer compulsory. •Wearing stockings or tights is no longer compulsory. •Wearing an elegant dress covering shoulders is accepted. •Open shoes are accepted. 	<ul style="list-style-type: none"> • Jackets are no longer compulsory.
	<ul style="list-style-type: none"> •During lunch breaks, when the student/staff sits to eat, jackets can be removed as long as the blouse or the shirt respects the dress code rules. 	

5. Control

To ensure the respect of these rules, a control system is necessary. This is the responsibility of each and every one of us, students or employees.

The consequences of a non-respect of the dress code rules in case of a control are:

- Up to 2 warnings: the student card is confiscated and the student's name is logged. The student is required to change its attire in order to get his/her student card back.
- In case of recidivism (3rd warning): sanctions from the SSTH Campus Regulations apply.