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## Personal Appearance & Conduct

Your personal appearance and conduct are very important to the operation of Pittsburg State University. High standards of appearance and conduct build student confidence in our ability to help them. Employees are, therefore, required to dress in appropriate attire and to conduct themselves 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 PSU.

Employees are also required to keep their work area clean and orderly. Before departing at the end of the workday, you should lock all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

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