**AHEC Name Tags and Uniforms**

All classified and non-classified employees shall wear their AHEC-issued ID cards while performing their official duties. AHEC department directors and supervisors are responsible for ensuring that guidelines are followed. Exceptions may be granted on a case-by-case basis by the EVPA or unit AVP.

In the event that a position requires the employee to wear a uniform, departments shall set the guidelines for proper uniform attire and use. All AHEC-branded clothing items shall be approved, in advance, by the Director of Marketing in the Integrated Marketing & Communications department.

Depending on their area of employment, student and temporary employees may be required to wear a uniform and/or nametag.