

Our office requires employees to follow a “business casual” dress code. We expect all employees to present neat, well-groomed appearances. Keep in mind that Fridays are casual days and employees can wear less formal attire than the rest of the week.

The following are guidelines for what is appropriate every day in the office.

DRESS CODES



No spaghetti straps, tank tops, cleavage or midriff showing tops.



Tailored shirts, blouses, knit sweaters and sweater sets are appropriate. Cotton, silk, and blends are appropriate.

INAPPROPRIATE APPROPRIATE



Avoid skirts such as mini-skirts that are too revealing.

INAPPROPRIATE



Skirts should be at knee-length while you stand. While you are seated, your thighs should be covered.

APPROPRIATE



No jeans (except for Casual Fridays).

INAPPROPRIATE



Casual pants with solid colors such as navy, black, gray, brown and khaki are acceptable. Pants should be creased and tailored.

APPROPRIATE



Sandals should not be extremely dressy or extremely casual.

INAPPROPRIATE



Shoes should be professional-looking. Leather or fabric in colors such as black, navy, dark red and brown are acceptable.

APPROPRIATE



Avoid extreme nail styles or colors.

INAPPROPRIATE



Nails should be clean and well groomed.

APPROPRIATE



Loose-fitting shirts or t-shirts that are not tucked in are not appropriate (except for Casual Fridays).

INAPPROPRIATE



Tucked in long-sleeved shirts or polo shirts that are white or light blue, solid, or conservative stripes are appropriate.

APPROPRIATE



Cargo pants, baggy pants and jeans are not acceptable (except for Casual Fridays).

INAPPROPRIATE



Wear khakis, chinos or corduroys. If you wear a belt, it should match the color of your shoes.

APPROPRIATE



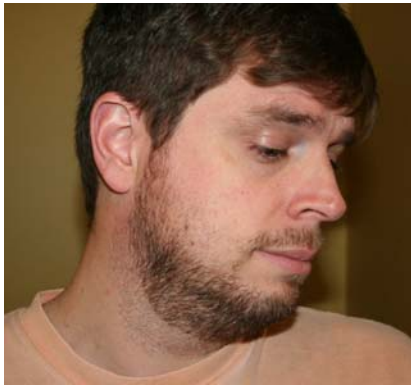
Construction, industrial, tennis shoes, cowboy or military boots are not acceptable (except for Casual Fridays).

INAPPROPRIATE



Professional-looking leather shoes should be worn.

APPROPRIATE



Avoid "scruffy", unmaintained beards.

INAPPROPRIATE



Facial hair should be well-groomed.

APPROPRIATE

- ❖ Tank tops for men and spaghetti strap tank tops for women
- ❖ Sports caps, bandanas, “do rags” or headbands
 - ❖ Torn clothing
- ❖ Sweat suits or gym wear
 - ❖ Shorts
 - ❖ Flip flops
- ❖ T-shirts with offensive writing or graphics
 - ❖ Visible tattoos
- ❖ Visible body piercings



DRESS CODE VIOLATIONS