

## BUSINESS CASUAL ATTIRE

Some organizations permit employee to wear business casual attire at work. However, they still expect employees to project a professional image to customers, clientele, and others whom they interact with. Because all casual clothing is not suitable for the office or the classroom, these guidelines provide information about what is generally considered acceptable or not acceptable as **business casual attire**.

### General Information

#### Acceptable

- Clothing that has the organization, school district, or company logo
- Clothing with small university logos or fashion logs (ex. Ralph Lauren, Izod)
- Clothing should be pressed and never wrinkled

#### Not Acceptable

- Clothing worn for the beach, yard work, dance clubs, exercise sessions, and sports contests
- Clothing that reveals too much cleavage or your back, chest, feet, stomach, or underwear
- Any clothing that has words, terms, or pictures that may be offensive to other employees

### Slacks, Pants, and Suit Pants

#### Acceptable

- Tailored dress slacks or pants
- Khaki, corduroy, twill, or cotton slacks or pants

#### Not Acceptable

- Jeans
- Sweatpants
- Shorts of any kind
- Bib overalls
- Any stretchy or form-fitting leggings or pants worn for exercise

### Skirts, Dresses, and Skirted Suits

#### Acceptable

- Casual dress and skirts with a length at which you can sit comfortably in public

#### Not Acceptable

- Short, tight skirts that ride halfway up the thigh
- Mini-skirts
- “Skorts”
- Sun dresses, beach dresses, and dresses with spaghetti straps

## **Shirts, Tops, Blouses, and Sweaters**

### **Acceptable**

- Tailored dress shirts, blouses, or sweaters
- Twin sets or cardigans
- Casual shirts, such as golf shirts, polo shirts, turtlenecks, or plain t-shirt type cotton shirts
- Dress shirts should have long sleeves for men
- Ties are usually optional

### **Not Acceptable**

- Tank tops, midriff tops, halter-tops, tops with bare shoulders
- Sweatshirts
- T-shirts with offensive words, terms, logos, pictures, cartoon, or slogans

## **Jackets**

### **Acceptable**

- Most suit jackets or sport coats

### **Not Acceptable**

- Jackets with offensive words, terms, logos, pictures, cartoons, or slogans

## **Shoes and Footwear**

### **Acceptable**

- Leather shoes, including loafers, flats, dress shoes, and deck-type shoes

### **Not Acceptable**

- Athletic shoes
- Flip-flops
- Sandals
- Hiking boots
- Slippers

## **Jewelry, Makeup, Perfume/Cologne**

### **Acceptable**

- Conservative and natural looking makeup
- Simple jewelry, and a limited number of jewelry items

### **Not Acceptable**

- Body piercings
- Dangling or large jewelry
- Perfume or cologne (some people are allergic)

## **Hats and Head Coverings**

### **Acceptable**

- Head covers that are required for religious purposes or to honor cultural tradition

### **Not Acceptable**

- Hats or ball caps