Some organizations permit employees 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**. **Note:** Always confirm with employer what is acceptable in your office setting.

### General Information

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clothing that has the organization, school district, or company logo</td>
<td>• Clothing worn for the beach, yard work, dance clubs, exercise sessions, and sports contests</td>
</tr>
<tr>
<td>• Clothing with small university logos or fashion logos (ex. Polo, Izod)</td>
<td>• Clothing that reveals too much cleavage or your back, chest, feet, stomach, or underwear</td>
</tr>
<tr>
<td>• Clothing should be pressed and never wrinkled</td>
<td>• Any clothing that has words, terms, or pictures that may be offensive to others</td>
</tr>
</tbody>
</table>

### Slacks, Pants, and Suit Pants

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tailored dress slacks or pants</td>
<td>• Jeans</td>
</tr>
<tr>
<td>• Khaki, corduroy, twill, or cotton slacks or pants</td>
<td>• Sweatpants or any stretchy or form-fitting leggings or pants worn for exercise</td>
</tr>
<tr>
<td></td>
<td>• Shorts of any kind</td>
</tr>
</tbody>
</table>

### Skirts, Dresses, and Skirted Suits

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Casual dresses and skirts with a length at which you can sit comfortably in public</td>
<td>• Short, tight skirts that ride halfway up the thigh</td>
</tr>
<tr>
<td></td>
<td>• Sun dresses, beach dresses, and dresses with spaghetti straps</td>
</tr>
</tbody>
</table>
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 or 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
- Strong Perfume or cologne

Hats and Head Coverings

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

**Not Acceptable**
- Hats or ball caps

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