PROPER
WORK
ATTIRE
PROPER WORK ATTIRE

I wrote down the appropriate clothing items that you have been wearing to work recently.
BUSINESS PROFESSIONAL FOR MEN

- A one- or two-button conservative colored suit
- Shirts should be collard button-ups (no loud colors)
- Shoes should be colored oxford or loafers in black or brown.
- Hair and nails should be groomed
BUSINESS PROFESSIONAL
FOR WOMEN

- A suit or skirt, top, and jacket in a conservative neutral color
- Collared button-up shirt or dress blouse
- Dark or nude hosiery
- Jewelry—long as it is not distracting
- Skirts never more than two fingers widths above the knee
- Well groomed, neutral nails
- Hair should be neat and groomed
BUSINESS CASUAL FOR MEN

- Can wear colored, collared button-ups in any color.
- Pullover and sweaters worn over collard shirts
- Dressy slacks, such as black dress pants or pressed khakis, worn with or without a sports jacket
- Shoes can be oxfords, loafers, or dressy comfortable shoe. No Tennis Shoes
**BUSINESS CASUAL FOR WOMEN**

- Business separates, rather than a full suit
- Colored dressy shirt or blouse but, avoid low cut shirts or blouses
- Slack or khakis
- Larger Jewelry but, be mindful
- Shoes can be flats, loafers, pump, and some open-toe sandals
- No loud colors on your fingernails
- Hair should be neatly styled
CASUAL ATTIRE FOR MEN

- Casual pants and slacks, but never jeans unless stipulated as acceptable by HR.
- Collared polos or crew-neck sweaters and pullovers
- Casual shoes such as loafers or comfortable clean shoes
CASUAL ATTIRE FOR WOMEN

- Nicely fitted tops and blouses but, not revealing
- Slacks or skirts in more casual fabrics
- Skirts should remain knee-length
- Open-toes shoes are permitted. No flip-flops
- Casual accessories
- Nails can be colored in brighter colors