



Associate Workplace Attire Guidelines

November 2008

Our Associate Workplace Attire Guidelines are designed to encourage associate employees to work in **business appropriate casual attire**—dressed professionally, looking relaxed yet neat, while prohibiting attire that is inappropriate in a business environment. Business appropriate casual attire provides an atmosphere that encourages creativity and productivity, while boosting the morale of employees. Although business appropriate casual attire is suitable for most positions, there may be positions that require other standards. Clothing should not create safety hazards for the wearer. Employees who interact with customers, vendors, and visitors may be required to dress in more traditional business attire.

Business Appropriate Casual Attire:

Although it is not feasible to list every type of attire that is appropriate or inappropriate, the following are general guidelines to help supervisors determine if attire is inappropriate. Supervisors also will need to consider the type of work, amount of customer interface and other job specific criteria when considering what is and is not casual attire appropriate for the business environment.

Following are examples of appropriate and inappropriate attire :

Appropriate	Inappropriate
Shirts	
<ul style="list-style-type: none"> • Long- or short-sleeved polo or golf shirts • Collared shirts • Blouses • Sweaters 	<ul style="list-style-type: none"> • T-shirts* • Sweatshirts* • Tank Tops • Revealing garments, i.e.: <ul style="list-style-type: none"> - Sheer or see-through shirts - Halter or tube tops - Bare midriffs
Pants, Dresses and Skirts	
<ul style="list-style-type: none"> • Full Length Slacks/Casual pants • Casual skirts or dresses • Jeans ** 	<ul style="list-style-type: none"> • Spandex pants or leotards • Low riding pants • Excessively baggy pants • Sweatpants • Shorts* • Short skirts or micro-minis
Shoes	
<ul style="list-style-type: none"> • Loafers • Boots • Heels • Flat dress shoes • Sneakers** 	<ul style="list-style-type: none"> • Worn or taped shoes and boots • Flip flops • Slippers
Other	
<ul style="list-style-type: none"> • Head coverings worn for religious or medical reasons 	<ul style="list-style-type: none"> • Clothing that is not clean, has holes, or is frayed. • Clothing with offensive lettering, words or pictures

***Shorts, t-shirts and sweatshirts are appropriate where permitted by management.**

****Sneakers and Jeans may be deemed inappropriate by management in certain work environments.**