



*PROPER
WORK
ATTIRE*



PROPER WORK ATTIRE

BUSINESS PROFESSIONAL FOR MEN

- ❖ A one- or two-button conservative colored suit
- ❖ Shirts should be collared 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



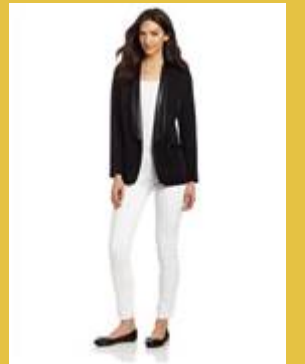
BUSINESS CASUAL FOR MEN

- ❖ Can wear colored, collared button-ups in any color.
- ❖ Pullover and sweaters worn over collared 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

