

What is a casual dress code?

A casual dress code means that employees are permitted to dress in comfortable, informal clothing. Although the employees' comfort is a priority, certain standards are required—clothing must be appropriate and still professional. We expect that your business attire, although casual, will exhibit common sense and professionalism. In general, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

Can I dress casually every day?

Generally, yes. However, you must also consider each day's activities when determining what to wear. For example, if you have a meeting with the Board, or an outside party, appropriate business attire should be worn. We need to continue to present a professional image toward our external stakeholders and the public.

Do I have to dress casually?

No. Employees who prefer to dress more formally on a daily basis should feel free to do so.

What tops/shirts are acceptable to wear under the casual dress code?

Tops and shirts should be clean and neatly pressed. Sweatshirts and sports jerseys that are neat and pressed are acceptable. Tank tops are generally not acceptable unless such garments are covered by another article of clothing (e.g., a sweater or jacket). Sheer or mesh clothing that exposes undergarments or midriffs are not acceptable.

What pants/bottoms are acceptable to wear under the casual dress code?

Jeans are acceptable under a casual dress code. However, jeans that are ripped or disheveled in appearance are not appropriate. Sweatpants, mini-skirts, shorts or exercise pants are not appropriate. Capri pants are acceptable.

What footwear is acceptable to wear under the casual dress code?

Conservative athletic or walking shoes, loafers, sneakers, boots, and flats are acceptable for work. Flip-flops are not acceptable.

Who can I contact if I have questions or concerns about the casual dress code?

Please contact Employee Relations Specialist, April Lane, if you have questions or concerns about the casual dress code.

CASUAL DRESS CODE EXAMPLES



ACCEPTABLE CASUAL DRESS



UNACCEPTABLE CASUAL
DRESS