

Department of Human Resources Dress Code Guidelines

Dress codes and dress guidelines are provided to assist each employee and supervisor in contributing to our professional work environment. Typically, DHR's dress code will be business professional. However, at the Secretary's discretion, allowances may be made to relax business professional standards and offer the opportunity for staff to dress to business casual guidelines. Employees in labor-intensive settings should wear clothing appropriate to the activities required. Examples include, but are not limited to, supply and delivery, maintenance, mailroom, print shop, and stockroom employees. If you have any questions about what is acceptable, please talk with your supervisor.

The key to dressing successfully in the workplace, regardless of whether standards are professional or business casual, is exercising good judgment and being neat and professional in appearance with regard to clothing, hair, and accessories. Keep in mind the following when determining whether your dress is appropriate for the workplace:

- Aim for an understated look. When selecting your attire, select clothing that is comfortable yet communicates professionalism. Extreme styles of any nature will not be permitted.
- Hairstyles and facial hair should be neat. Maintain a well-groomed appearance appropriate for the work environment.
- Business casual does not mean sloppy. Clothing should be clean and wrinkle-free without holes or frayed areas.
- Pay attention to the fit of your clothing. Avoid clothing that is too loose, revealing or tight-fitting. Select clothing with modest necklines and hemlines. Trendy clothing may not be suitable for the workplace.
- Shoes matter. In addition to the specific recommendations below, leather or leather-like shoes are preferable, and look best when polished and in good repair.
- Jewelry should be conservative. Avoid trendy styles.
- Take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors/clients, you should always consider dressing more traditionally in business professional attire.

During inclement weather, employees are permitted to relax standards in a way that is appropriate to the extreme weather conditions. However, a professional appearance is still expected.

Specific examples of acceptable and unacceptable items are listed in the chart below. Please review them and direct any questions to your supervisor or human resources representative.

Please be advised that if you wear attire to the office that is not acceptable, you will be counseled and asked to use leave in order to change into more appropriate attire. Supervisors and managers will be responsible and accountable for handling such occurrences. However, common sense and good judgment should make the enforcement of these guidelines a rare occurrence.

The following chart details examples of acceptable and unacceptable attire. This list is not intended to be all-inclusive. Please use your best professional judgment and if you are unsure, ask for clarification prior to wearing the item in question to work. In the event you have cultural, medical and/or religious requirements to wear something that may not conform to these guidelines, please contact your supervisor, Human Resources Development and Training; or Office of Employment and Program Equity to discuss accommodations.

MEN		WOMEN		
	Acceptable	Unacceptable	Acceptable	Unacceptable
Shirts	<u>Business Professional</u> Blazers/Suit jackets Collared dress shirts with ties <u>Business Casual</u> Blazers Collared dress shirts (short or long sleeved) Sweaters Turtlenecks	T-shirts Tank tops Sweatshirts Shirts or sweaters without collars Denim or denim-look shirts Unprofessional logos	<u>Business Professional</u> Blazers/Suit Jackets Blouses Sweaters Collared dress shirts <u>Business Casual</u> Sweaters Cardigan sweaters and sweater sets Turtlenecks Professional sleeveless shirts/sweaters Shirts with modest necklines	T-shirts Tank/spaghetti strap tops Cropped tops Sweatshirts Unprofessional logos Denim or denim-look shirts
Pants/Skirts	<u>Business Professional</u> Dress/Suit Slacks <u>Business Casual</u> Twill or Corduroy/Docker-type slacks	Jeans/Denim of any color Leather/leather-like pants Cargo pants	<u>Business Professional</u> Dress slacks Suit slacks Dresses of modest cut and lengths Skirts of modest lengths <u>Business Casual</u> Tailored ankle pants Dress Capri pants	Jeans/Denim of any color Leather/leather-like pants Sweatpants Stretch pants/leggings Stirrup pants Shorts Casual Capri pants
Footwear	Dress/leather/leather-like shoes Dress/leather/leather-like boots	Athletic shoes Hiking boots Flip-flops/thong sandals Casual Sandals Birkenstocks, or similar	Dress shoes Dress open-back mules Dress open-toe shoes Leather flats (loafers, etc.) Dress/leather/leather-like boots	Athletic shoes Hiking boots Flip-flops/thong sandals Casual sandals Birkenstocks, or similar
Other	Hats or headscarves for religious, medical, or cultural reasons only		Hats or headscarves for religious, medical, or cultural reasons only	