



Business Services **Business Casual Dress Policy**

A business casual dress policy calls for everyone exercising good judgment. The following lists are not intended to be all inclusive. They are intended to set general parameters for proper business casual dress within Business Services and to help you make appropriate dress decisions. Keep in mind that business casual does not mean weekend or sport casual. In addition, you should avoid worn, frayed, wrinkled, stained, or tight-fitting clothing.

Slacks

Slacks, khakis, and corduroys are acceptable. Both men and women are expected to wear clothes that are laundered and pressed. Inappropriate choices include blue-jeans, shorts, sweatpants, overalls, leather, spandex or other form-fitting workout wear.

Shirts

Casual shirts, blouses, sweaters, sport jackets, and turtlenecks are within guidelines. Inappropriate choices include midriff or spandex tops, printed T-shirts, sweatshirts, muscle shirts, and halter tops.

Dresses and skirts

Dresses and skirts are appropriate. They should be reflective of an office environment. Minis, spaghetti straps, open backs, low-cut, or revealing dresses are not acceptable.

Remember that you should always dress appropriately for your duties and schedule for the day regardless of the business casual dress policy. If you have any questions, please contact your supervisor.