
Business Casual Attire

Business casual attire is clothing that is appropriate for an office environment yet less formal than regular business attire. Because all casual clothing is not suitable for the office, the below guidelines will help you determine what is appropriate to wear to work.

Business casual includes but is not limited to: dresses and skirts, jeans, slacks, Capri pants (at the calf or lower), khakis, corduroy slacks and shirts, collared sport shirts, blouses, loafers, flats, dress shoes, and pumps. Clothing must be neat, clean and pressed. Collared shirts must be tucked in. Shoes should be polished, and well maintained. Hair should be clean, combed and neatly trimmed or arranged. Fingernails and toenails must be well groomed. Dresses and skirts must not be higher than two inches above the knees. Shirts and blouses should be freshly laundered. Professional sleeveless blouses and dresses are acceptable if shoulder straps are at least two inches in width. Midriffs must be covered at all times. Fragrance should be worn in moderation. Hats or head wear may only be worn for religious purposes.

Jeans must be clean – employees may not wear ripped, torn, or bleached jeans. Jeans must cover all bare skin and must rest appropriately at the waist.

Unacceptable attire includes but is not limited to: T-shirts and other exercise type attire, leggings, halter or tank tops, sundresses, slip dresses, miniskirts, camisoles, bare midriffs, strapless and spaghetti strap shirts and dresses, t-shirts with logos, low cut v-necks, one shoulder blouses, and shorts (including Bermuda shorts or any other pants that fall above mid calf). Also, clothing made of spandex, leather, and velour are unacceptable. Denim jackets are not acceptable office attire. However, denim and leather outerwear is acceptable. In addition, sundresses are acceptable when worn with a cardigan, and dress shorts are acceptable if at least knee length. Flip-flops or any kind of beach shoes and sneakers, regardless of brand, are unacceptable.

While business casual dress is permitted year round, exceptions include meetings with customers, suppliers, or any other meeting that the company deems necessary for formal business attire, including meetings on customer and supplier premises.

Shipping Staff –

Employees may wear t-shirts and/or blouses that are comfortable and appropriate. As a safety precaution, no open toe shoes should be worn at any time in the shipping area - boots or sneakers appropriate for a warehouse work environment should be worn.

If your manager or supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave you will not be paid for the time you are away from work.

Please consult your manager/supervisor or Human Resources if you have questions about the correct clothing standards for your job.