



## **Dress Code for Administrative Office**

The BIMPRD administrative office is a casual office environment, however we still need our employees to project a professional image for our customers, potential employees, and community visitors. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Exercise type clothing may be appropriate for certain job codes, such as coaches, instructors etc. but typically not for office and customer service personnel.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Blue jeans and crops are acceptable as long as they fit the guidelines below.

In a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Thongs, flip-flops, and slippers, are not acceptable in the office. Closed toe and closed heel shoes are required in the maintenance operation area.

Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

### **Conclusion**

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again.