

## Sample Memorandum On Business Casual Dress Policy

**DATE:**

**TO:** All Personnel

**FROM:**

**SUBJECT:** Business Casual Wear

The firm prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the firm. This image is affected by the manner of dress we use within our offices, in the offices of our clients, and in public when we are representing the firm. We currently have a dress practice allowing more casual clothes to be worn on Fridays during the non-busy seasons (casual Fridays). We are always searching for new ways to make our firm a better place to work. Offering everyone the opportunity to dress in business casual during the entire week wear offers a great way for employees to be more comfortable and to save money.

We need to continue to present a professional image toward clients and the public. It is important that employees use their best judgment in dressing appropriately. Employees who prefer to dress more formally should feel free to do so. Casual business wear encompasses many looks but it really means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. We ask that you consider each day's activities when determining what to wear (i.e., will you be meeting with a client in our office or at their office site; will you be attending a business luncheon, etc.).

Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for our office environment. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Also, it is generally better to be overdressed than underdressed. The shareholder/manager of a firm client should be consulted if questions arise regarding the appropriate attire at their office site.

**Slacks/pants** – Wool and cotton slacks are acceptable, provided they are clean and wrinkle free. Inappropriate items include jeans, sweat pants, shorts, bib overalls, spandex and other form-fitting pants, and pants that are excessively worn or faded. Loose fitting stirrup pants accompanied by a long top or jacket are acceptable.

**Shirts** – Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks are acceptable. Avoid tee shirts, sweatshirts, tank tops, halter tops, shirts with large lettering or logos, and any tops with bare shoulders unless worn under another blouse or jacket. Avoid clothes that are distracting and revealing.

**Dresses/skirts** – Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate.

**Footwear** – Items such as loafers, boots, flats, and leather casual shoes are acceptable. Athletic shoes, sneakers, thongs, sandals, and slippers are considered unacceptable.

**Personal Hygiene** – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Cologne and perfume should not be used in excess.

**Accessories** – Jewelry tends to work best when it is simple and classic. Also, shoes, belts, and socks in complementing colors are necessary for completing a professional look.

Let's all work together to make the flexibility of business casual wear a positive experience. If you have any questions on the above information, please discuss with (Insert Name of Person Sending Memo) or your supervisor.