

**BLaST Intermediate Unit #17**  
**STANDARDS OF BUSINESS CASUAL DRESS FOR WOMEN**  
**(During business hours)**

WOMEN'S CLOTHING ITEMS	ACCEPTABLE	NOT ACCEPTABLE
<b><i>Jackets</i></b>	X	
Suits w/coats w/matching skirts	X	
Suit coats with matching slacks	X	
Sport coats/blazers w/skirt	X	
Sport coats/blazers w/dress slacks	X	
<b><i>Accessories</i></b>		
Sweaters	X	
Vests	X	
Scarves	X	
Jewelry	X	
Nylons/pantyhose (optional during summer months)	X	
Dress socks	X	
White/athletic socks		X
Visible body piercing-excluding earrings		X
Fragrances-light	X	
<b><i>Tops</i></b>		
Long-sleeved blouses (not sheer)	X	
Short-sleeved blouses (not sheer)	X	
Sleeveless blouses (not sheer)	X	
Button shirts	X	
Turtlenecks	X	
Flannel shirts		X
Polo shirts(knit shirts with collar)	X	
Sweatshirts		X
Novelty T-shirts		X
Tank tops worn without a jacket		X
Halter top worn without a jacket		X
Tube tops		X
Denim jumpers	X	
<b>*midriff area must be covered</b>		

<b><i>Bottoms</i></b> (No shorter than 3 inches above the knee)	<b>ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
Dresses	X	
Spaghetti-strapped/strapless dresses (worn without a jacket)		X
Dress pants	X	
Khakis	X	
Jeans		X
Skorts (culottes)	X	
Tights (as pants)		X
Inappropriately tight pants or tight stirrup pants		X
Leggings		X
Sweatpants		X
Dress Walking shorts	X	
Bermuda shorts		X
Shorts		X
Dress shorts (as part of a suit)	X	
Denim blue jeans		X
Denim skirts (appropriate length)	X	
Dress Capri's	X	
<b><i>Shoes</i></b>		
Lace-up leather dress shoes	X	
Leather walking shoes(rubber soles)	X	
Loafers	X	
Open toed dress shoes	X	
Boat shoes/topsiders	X	
Dress boots	X	
Snow boots	X	
Canvas shoes	X	
Tennis shoes		X
Running shoes or sneakers		X
Dress sandals	X	
Flat sandals	X	
Flip flops		X

**\* *Basic guidelines to remember:***

- Casual does not mean sloppy
- Clothing worn should be clean, neat, pressed, and wrinkle free, without holes or frays.
- Wear clothing that communicates professionalism
- Take your workday schedule into account when selecting clothes
- Clothing that you might wear to the gym, the beach, or working around your home should be left at home.
- When in doubt, don't wear it
- Pay attention to the fit of your clothing

**BLaST Intermediate Unit #17**  
**STANDARDS OF BUSINESS CASUAL DRESS FOR MEN**  
**(During business hours)**

<b>MEN'S CLOTHING ITEMS</b>	<b>ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
<b><i>Jackets</i></b>		
Suits	X	
Sports coats/blazers	X	
Denim of any kind or color		X
<b><i>Accessories</i></b>		
Sweaters	X	
Vests	X	
Ties	X	
Leather or canvas belts * (if belt loops are present, a belt must be worn)	X	
Dress socks	X	
Casual socks	X	
White athletic socks		X
No socks		X
Baseball caps		X
Denim of any kind or color		X
Visible body piercing excluding earrings		X
Light fragrances	X	
<b><i>Tops</i></b>		
Long-sleeved dress shirts	X	
Short-sleeved dress shirts	X	
Banded-collar dress shirts	X	
Long-sleeved sport shirts	X	
Short-sleeved sport shirts	X	
Flannel shirts		X
Turtlenecks	X	
Polo shirts (knit shirts) with collars and at least one button buttoned	X	
Sweatshirts		X
Novelty T-shirts		X
Tank tops		X
Denim of any kind or color	X	

<b>MEN'S CLOTHING ITEMS</b>	<b>ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
<b><i>Bottoms</i></b>		
Dress pants	X	
Khakis	X	
Jeans		X
Sweatpants		X
Walking shorts		X
Bermuda shorts		X
Denim of any kind or color		X
<b><i>Shoes</i></b>		
Lace-up leather dress shoes	X	
Leather walking shoes (leather soles)	X	
Dress boots	X	
Loafers	X	
Snow boots	X	
Boat shoes/topsiders	X	
Cowboy Boots		X
Canvas shoes	X	
Tennis shoes or sneakers		X
Running shoes		X
Sandals		X

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