

# Utah Attorney General

## Appropriate Office Attire and Demeanor

### A. APPROPRIATE ATTIRE REQUIRED

Appropriate attire is required. All employees are required to dress in a manner suitable to the day's activities and professional business practices. Employee dress should be neat in appearance and in a manner consistent with a professional atmosphere.

### B. CASUAL ATTIRE

Employees are permitted to wear casual attire at times when more formal attire is not necessary (for example, when they do not have court hearings or significant meetings with agencies or the public.) Employees should use good judgment in selecting casual attire. Attire such as shorts, exposed midribs, and revealing clothing are not appropriate.

# The Proper Clothing to Wear to an Office Vs. Inappropriate Clothing

By LH Lee, eHow Contributor

What is considered the proper clothing to wear to work can be confusing with vague terms like "business casual" and "casual Friday." Office dress codes can also vary greatly depending upon the type of business. Dressing appropriately for the office can be essential to having a successful career.

## Women's Office Wear

Women should avoid revealing too much skin, whether it is plunging necklines, mini-skirts, low-rise pants, see-through clothing and/or skimpy tops. Fashion magazines and television shows may portray women in sexy work attire, but this type of clothing is inappropriate for most offices. On the same note, women do not have to dress like men in order to look professional. Tailored suits, with flat-front trousers or knee-length skirts and a blazer are excellent options for corporate offices. Shift dresses, button-down collared shirts and colorful silk blouses are also feminine yet office-appropriate.

## Men's Office Wear

The length and width of a man's suit should be tailored to fit. Trouser hemlines should also be hemmed to the top of the heel of the shoes. The color of the suit is also important. Most professional offices prefer men to wear dark solid colored or pin stripe suits in black, navy, charcoal or brown with a pressed, white, cotton, collared button-down shirt.

## Womens' Accessories

Accessories are excellent ways of expressing an individual style; however, they need to project a professional image. It is best to keep accessories simple. Women should avoid wearing costume and holiday-themed jewelry. Instead, simple studs or small earrings are more appropriate. Pantyhose colors should stay in neutral tones, either nude or dark solid colors. It is best to avoid bright colored pantyhose or fishnets. Women should also avoid wearing platform, stilettos and open-toe shoes but choose closed-toe pumps with a standard 1 ½ inch heel.

## Men's Office Accessories

Men should also avoid wearing holiday-themed or novelty neckties and opt for silk ties with a medium-width and conservative pattern. It is also important the belt matches the shoes and the socks match the suit. Men should never wear flip flops

for sneakers. Dark, polished, laced-up dress shoes are simple and safe.

### **Casual Friday Considerations**

Casual Friday office wear is not the same as a weekend clothes. It is best to find out how the company defines "casual." However, casual never means sloppy but rather a relaxed yet fitted and professional attire like a pair of slim, khakis and a button-down, collared shirt with loafers. Womens' casual office attire may include an A-line skirt with a cardigan sweater set or a shirt dress. Creative or technical offices tend to allow denim as part of their casual wear; however, it is essential the denim is a dark color and fitted. Avoid wearing faded and colored jeans that are too tight or too baggy.

# What Clothes to Never Wear at Work

By Melissa McKean, eHow Contributor

People rarely realize the impact that clothing choices have in the workplace. The type of clothing you wear has a huge influence on the impression you leave on those around you, so it is important to pay careful attention to how you look. Especially if you are just entering the professional world, you should take time to determine what types of clothes you should never wear to work, and then designate an area of your wardrobe just for work-appropriate clothing.

## Sloppy

A common mistake made in a workplace wardrobe is assuming that just because you bought an article of clothing in your size, the fit is perfect. Baggy and loose clothing items will make you look unprofessional, and people will assume that if you look sloppy, your work will also look sloppy. This is an impression you obviously don't want to give. Instead of tripping on a lengthy pant leg or tugging on an oversize jacket, take your work clothes to a tailor before you wear them. The price of a simple hem or tuck will be well worth the positive impact it will have on your work environment.

## Trendy

Sometimes it is difficult to determine what is too trendy for the workplace. It is good to be fashionable, but sometimes being overly fashionable can make you look like you belong on a runway instead of behind a desk. Being too trendy can sometimes make you look just as unprofessional as wearing inappropriate work clothes, so it's important to decide where to draw the line. Take a look around your office. How do your coworkers dress? What is the average age of those around you? Is your office décor trendy or traditional? What do the executives wear? Pay attention to the type of music playing to determine the "hipness" of your office culture. You may view a sweater dress and opaque black leggings as completely conservative, but your coworkers may see a dress made out of a sweater and find this type of clothing inappropriate for the office.

## Weekend

For most people, major dress code confusion occurs on "casual Friday." Does casual really mean casual? When dressing for this casual day of the week, keep in mind that "weekend wear" will not work on this day. What does weekend wear entail exactly? These are the items of clothing you would wear while lounging around, painting the house, doing yardwork, drinking beer, watching football or hanging out at the bar. Such clothing as ripped jeans, T-shirts with slogans on them, sweatpants or pajama pants, anything that resembles lingerie, belly shirts, mini skirts, tank tops, tube tops or flip-flops should all be avoided. A good rule to live by when dressing casual is to be modest. Don't show too much skin, and wear a more casual version of what you would wear Monday through Thursday.