



## A Business Casual Dress Code

KP LAUNCH's objective in establishing a business casual dress code is to allow our interns to work comfortably in the workplace. Yet, we still need our interns to project a professional image for our members and community. Business casual dress is the standard for the 2017 KP LAUNCH summer program.

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.

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.

Even 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. Clothing potentially offensive to others is not allowed.

Your department may declare dress down days, of which you are able to participate in, these are the only days you can wear jeans that are clean, pressed, loose fitting, with no rips/tears or fades but no athletic shoes.

**You must wear your KP LAUNCH issued polo shirt to all KP LAUNCH workshops and off site activities of which no jeans or athletic shoes are allowed.**

(See next page)



## Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so interns must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your KP LAUNCH representative.

### Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

### Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

### Shirts, Tops, Blouses, and Jackets

Button down dress shirts (conservative colors and subtle prints) with optional ties for men, dress shirts, blouses, tops, polo shirts and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office

Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### Shoes and Footwear

Loafers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are not acceptable in the office. Closed toe and closed heel shoes are required.

### Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with limited visible body piercing or tattoos. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

### Hats and Head Covering

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