Handout #1:
Understanding Dress Codes

ANSWER KEY/SAMPLE STUDENT RESPONSES

Give five examples of attire that are appropriate to wear on a normal business day, according to the dress code.

**1. Khaki pants, a button-down, collared shirt, a belt, and dress shoes**

**2. A long-sleeved dress with pumps**

**3. Grey slacks with a blouse and cardigan, loafers**

**4. A suit and tie with black dress shoes**

**5. A skirt and sweater with a blazer, low heels**

Give five examples of attire that is **not** allowed, even on casual workdays.

**1. Tank top**

**2. Ripped jeans**

**3. Flip-flop sandals**

**4. Sweatpants**

**5. Leggings or yoga pants**

What are two reasons why the dress code prohibits wearing strong perfume or cologne?

**1. It is distracting to others.**

**2. Some people are allergic to perfume.**

Why does this organization outline a professional dress code? **The dress code reflects the mission of service and professionalism. Employees are representatives of the organization and its image.**

What should an employee expect if he/she arrives at work in violation of the company’s dress code? **He/she may be asked to use personal leave to go home and change; he/she may be reprimanded by a supervisor.**

Why might an employer not want employees to wear tight or revealing clothing? **Tight or revealing clothing is unprofessional and distracting in the workplace; it does not convey a positive image of the worker or of the company.**