

Employees should consult with their immediate supervisor or the Irwin County Manager for additional guidance.

Section A: Attire Examples

- The Department recognizes three categories of dress in the workplace: **Business Professional, Business Casual, and Casual**. These are the standards of dress required Monday through Friday.
- **Business Professional** attire is the standard of dress expected of most employees, specifically those in an office setting. Appropriate clothing includes:
 - Men: Suits, sports coats, ties, dress shirts, and slacks
 - Women: Suits, dresses, skirts, blouses, and slacks

NOTE: As a reminder, telework spaces are considered an extension of the office setting. Employees should always be prepared for on-camera appearances.
- **Business Casual** attire is a less formal version of business professional but should always be neat, clean, and suitable for the workplace. If lettered or illustrated attire is worn, it should not promote a particular political, moral, religious, personal, or other opinion. Attire, which is obscene, vulgar, offensive or inflammatory, is prohibited. Appropriate clothing includes:
 - Dress pants or capris that stop directly above or below the ankle. Unfaded jeans that are neatly pressed, free of holes, tears, and raveling, may be worn.
 - Casual dresses and skirts; skirt length should be at a length at which you can sit comfortably in public.
 - Casual shirts, dress shirts, sweaters, polo shirts, turtlenecks, suit jackets, or sport jackets.
 - Comfortable shoes such as walking shoes, loafers, boots, flats, and dress heels.

NOTE: Heel heights should be sensible and aid the employee in preventing workplace accidents. Heel height should not prevent the employee from performing the essential functions of their job.
- **Inappropriate Business Casual Attire** includes but are not limited to:
 - Sweatpants, exercise pants, skinny jeans, shorts, leggings, and any spandex or other form-fitting pants.

NOTE: Employees can wear leggings under a sweater dress or a skirt if the length of the sweater dress or skirt is appropriate.

 - Short and/or tight skirts, miniskirts, shorts, skorts, sun dresses, beach dresses, and spaghetti strap dresses.