

	PROCEDURE	Motion No.	
	Dress Code	Effective Date	09/22/2022
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

Proper workday attire at Pennsylvania Highlands Community College is categorized as business casual. Should business or other reasons require a modification to the norm, employees are expected to exercise appropriate judgment and work with the supervisor when necessary.

What is business casual?

Business casual attire is broadly defined as a code of dress that blends traditional business wear with a more relaxed style that’s still professional and appropriate for an office environment.

Business casual ideas

- Slacks or business dress pants, khakis, chinos, knee-length skirts, dark jeans without holes
- Button-down shirts, sweaters, blouses, henleys or polo shirts
- Knee-length or maxi dresses
- Optional cardigans, blazers or sport coats (especially for the colder months)
- Closed-toed shoes such as loafers, Oxfords, boots, pumps or flats
- Simple, professional accessories such as scarves, belts or jewelry

The definition of business casual attire can vary by industry and can be impacted further by individual company culture. Here are a few examples of how business casual can look in education:

- Most educators work in a classroom or office and can wear khakis and a polo with loafers, or even dark, non-ripped jeans with a nice shirt and flats, loafers or oxfords. Many combinations of business casual styles work for educators.

What not to wear with a business casual dress code

Here are several things you should avoid wearing in a business casual environment:

- Well-worn athletic sneakers or tennis shoes
- Flip-flops
- Stained or wrinkled clothing
- Clothing with holes, such as distressed jeans
- Clothing that is too tight or short
- Clothing that is oversized or too loose
- Shorts
- Tank tops or strapless shirts unless paired with a blazer, jacket or cardigan
- Backless or low-cut tops
- Crop tops
- Clothing with inappropriate logos or text

Source: <https://www.indeed.com/career-advice/starting-new-job/guide-to-business-casual-attire>