**Business Casual Dress Code**

[Company Name] expects employees to dress appropriately in [business casual attire](https://www.thebalancecareers.com/business-casual-dress-code-1919379). Because our work environment serves customers, professional business casual attire is essential. Customers make decisions about the quality of our products and services based on their interaction with you.

Consequently, business casual attire includes suits, pants, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment.

Examples of appropriate business attire include a polo shirt with pressed khaki pants, a sweater and a shirt with corduroy pants, a jacket with a skirt or slacks and a blouse or a sweater with a skirt or pants. Pantsuits and sports jackets also fit the business casual work environment if they are not too formal.

Jeans, t-shirts, shirts without collars and footwear such as flip-flops, sneakers, and sandals are not appropriate for business casual attire.

Employees are expected to demonstrate good judgment and professional taste. Use courtesy towards coworkers and [your professional image to customers](https://www.thebalancecareers.com/why-blink-matters-the-power-of-first-impressions-1919374) as the factors you use to assess whether you are dressing in business attire that is appropriate.

Employees who wear business attire that is deemed inappropriate in this workplace will be [dealt with on an individual basis](https://www.thebalancecareers.com/what-progressive-discipline-1918092) rather than subjecting all employees to a more stringent dress code for appropriate business attire.