

GUIDELINES FOR DRESS CODE

All OFI employees are representatives of the Agency and should exercise good judgement in selecting attire so that they are dressed appropriately and present a professional appearance.

For main office employees, business casual (not sports casual) has been approved as appropriate dress when no meetings are scheduled.

Business attire, for both men and women, is required when third party meetings are scheduled inside or outside the office.

Procedure:

Each employee is responsible for reporting to work in a clean, neat manner dressed for work as defined in these guidelines.

Each supervisor is responsible for interpreting and enforcing the dress code in his or her area of responsibility. New employees will be notified of the dress code guidelines at orientation. Supervisors will counsel employees who are inappropriately dressed and are to set a good example with proper dress for the job. In the event of questions about suitability of a particular garment, the supervisor should follow the chain of command. HR staff may be consulted if supervisors/ managers cannot resolve the issue.

Men:

Regular Business: Business suit or sport coat, dress shirt, dress slacks, tie

Business Casual: Shirts with banded collars and polo shirts (collars), casual sport slacks or khakis. Shirts must be worn inside pants. A belt should be worn with slacks that have belt loops. Socks must be worn with both regular and business casual attire.

Women:

Regular Business: Business suit or dress, blouse with dress slacks or skirts.

Business Casual: Khaki style/casual sport slacks, dress tees, skirts, dresses. A belt should be worn with slacks that have belt loops. Socks or hose should be worn.

Inappropriate clothing includes, but is not limited to: shorts, leggings, jeans (colored or denim), tee shirts with pictures or logos, tank tops, crop tops, sweat suits or jogging suits, tight/short skirts, and revealing or tight clothes. Tennis shoes of any kind are not acceptable.

Main office employees will be allowed to wear blue jeans and tennis shoes on Friday only of each week. This means nice blue jeans, with no holes, tears, etc. If you have a meeting with outside people, you will still need to dress appropriately.

Always remember...if in doubt, don't wear it!