



## WorkForce One Customer Dress Code

***Effective November 9, 2009: Any customer who arrives at a WorkForce One Center dressed inappropriately may be asked to leave and return wearing business casual attire***



WorkForce One is a business setting and since our focus is giving you the tools to attain new or better employment, we require that all participants using our Centers dress in business casual attire.

There are employers in our Centers every week – sometimes every day. They are here to meet and possibly interview potential future employees. For this reason, we want you to be dressed appropriately. You won't get a second chance to make a good first impression.

### **Examples of WHAT to wear include:**

- Men: dress slacks or khakis with a dress shirt, golf shirt or sweater, dress shoes or dress boots and socks.
- Women: dresses and skirts at or below the knee, dress slacks, or dress suits; sweaters and blouses, dress pumps, dress sandals, boots, or flats.

### **Examples of what NOT to wear include:**

- |                                     |              |                                 |
|-------------------------------------|--------------|---------------------------------|
| ▪ Mini skirts/dresses               | ▪ T-shirts   | ▪ Boxer shorts                  |
| ▪ Shorts                            | ▪ Flip-flops | ▪ Pants sagging below the waist |
| ▪ Provocative or revealing clothing | ▪ Slippers   | ▪ Tank/halter tops              |
| ▪ Athletic attire                   | ▪ Bare feet  | ▪ Beachwear                     |
|                                     | ▪ Pajamas    |                                 |

We realize we may not be aware of every person who is inappropriately dressed in the Center and our overall goal for enforcing this dress code is to ensure you have every opportunity to get the kind of employment you're seeking. If you're unsure about what is appropriate or inappropriate attire, please ask your counselor or any WorkForce One employee.

Thank you for your consideration and cooperation in this matter.