

Workplace Attire Guidance

One of the many benefits enjoyed by OIG employees is our business casual attire policy. Business casual attire co-exists in OIG with traditional business attire. It is one example of management's interest in providing a flexible and employee-friendly workplace. An employee's attire at work can play an important role in how an organization and its employees are perceived. Consequently, we rely on each of you to exercise good judgment in making the right choices about what you wear to work.

Our business casual concept emphasizes dressing in a manner that communicates a professional image. OIG is a place of business and certain types of attire can be inappropriate, too casual, distracting, or offensive to co-workers. *Some example of the types of attire that would be inappropriate for our business environment include: tank, halter, tube, midriff, and spaghetti-strap tops or camisoles; strapless dresses; revealing attire; T-shirts; spandex or other form fitting pants (i.e. stretch pants or leggings); skorts or shorts; blue denim jeans; athletic shoes; flip-flops and beach type sandals; clothing with offensive language or images; torn clothing; sweat suits/warm-up suits and sweat pants; and overly large clothing drooping from the waist or shoulders.*

Employees are always expected to dress in a manner that is consistent with the day's work activities. When meeting with customers and groups outside of OIG, proper business dress will be required. In case of spur-of-the-moment situations, it is a good idea to keep spare traditional business attire at the office to avoid instances of being inappropriately attired or underdressed for those occasions. Also, depending on some assignments or positions, it may be appropriate to wear different types of attire for the work performed (e.g., investigative undercover work).

If you are uncertain about whether something is appropriate, it is probably best to choose something else or consult with your manager first. The extent to which attire is considered "too casual" will continue to be at the discretion of each manager. Therefore, management staff will advise employees if their attire is not appropriate and will have some latitude in determining appropriate attire based on considerations such as the kind of work performed by employees, contact with the public, attendance at high-level meetings, and court appearances to name a few.

If you have any questions regarding what is considered appropriate dress, your manager will be able to assist you.