Dress Code

The purpose of establishing a dress code is to enable employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for this Marine Corps Intelligence Activity.

Although the policy is an effort to establish broad parameters for employees, some divisions have at least some uniqueness in terms of operating needs, such as customer expectations, and safety. Therefore, regulation of employee dress will be managed at the Division level. Divisions may establish more stringent requirements, based on sound business needs, but may not establish lower standards than those set forth herein.

For most of the business workforce, attire will be "business casual." The principal differences between business dress and business casual are increased informality, such as the absence of tie, the substitution of polo shirt for dress shirt, the substitution of sweater for sports coat for men, and more informal skirts, dresses, pants and shoes for women. Business casual dress in some areas may necessarily be "dressier" than in others due to the nature and frequency of contacts with visitors and external personnel.

For the purposes of this policy, "business dress" is defined minimally as slacks or skirt with shirt or blouse or dress; however, some professional positions may require a tie, sports coat or suit, at senior managers' discretion. As a general rule, the higher level the position and the more contact with the outside public, the higher the dress standard.

Exceptions: Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, or personnel outside the Command, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.

Clarifying Guidance on Acceptable Dress

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is constitutes acceptable business casual attire. Examples of appropriate and inappropriate attire are provided.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business causal attire for work, please ask your supervisor or your Human Capital staff.

General Guidance

Even in a business casual work environment, clothing should be pressed and never wrinkled.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is

unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice-looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, golf shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire includes tank tops; sweatshirts; midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; and t-shirts unless worn under another blouse, shirt, jacket, or jumper.

Shoes and Footwear

Loafers, boots, flats, clogs, dress heels, and leather deck shoes are acceptable. Wearing no stockings is acceptable if the look is appropriate to the outfit. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office. Closed toe and closed heel shoes are required in the areas where construction is occurring.

Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with no visible body piercing other than pierced ears.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Special Issues

Religious, Racial, Gender-Specific or Ethic Attire: Nothing in this policy is intended to abridge rights at law relating to non-discrimination, or hinder the advancement of diversity at the institution. Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire.

Facial Hair, Jewelry, Hairstyles: Nothing in the policy is intended to regulate individual choices such as beards, jewelry or hairstyles. Job-related safety when

operating potentially dangerous machinery with moving parts, or jobs with public health considerations such as serving or cooking food may nevertheless require some personal adjustments.

Other Designated Dress-Down Days: The Commander may, from time to time, designate other days as dress down days in the interests of employee morale.

Conclusion

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Capital staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All policies about personal time use will apply. Progressive disciplinary action will be taken for further dress code violations.