

# workplace Dress Codes 101

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Each business has its own unique dress policy. Typical agribusinesses expect one of the following in their workplace: smart casual, business casual, or business professional. But what do those terms really mean, especially when everyone has their own definitions? You can spend hours Googling various responses, or you can rest safely in this simple and convenient guide that plainly explains (and shows) what each dress policy means and what it does not.

## Smart Casual

“Smart Casual,” for all intents and purposes, is what “Casual Friday” looks like except every day of the week. Jeans are okay, and maybe sandals are all right too, but your top or shirt should remain professional in taste and appearance.

- Nice jeans or capris (no holes or embellishments like embroidery, studs or sequins)
- Sweaters, polo shirts, blouses, t-shirts or tops without graphics



## Business Casual

This is the most common dress policy you’ll encounter. Most workplaces expect their employees to dress “business casual” which falls between “smart casual” and “business professional.” You don’t need to wear a suit everyday (although there’s nothing wrong with that), but don’t expect to wear jeans or sandals unless there’s a Casual Friday policy.



### On women:

- Sweaters, cardigans with camisoles, blouses, blazers
- Dresses or knee-length skirts, capri dress pants, or full-length slacks
- Closed-toe shoes, although nice sandals may be acceptable

### On men:

- Neatly pressed dress pants, khakis
- Button-down shirts, polo shirts, knit shirts with collars, sweaters, sweater vests, sports jacket
- Leather shoes and belt; optional tie

