

Office of the Vice Provost for International Affairs and Global Strategies
Illinois International Programs (IIP) Dress Code Policy (May 3, 2018)

The official dress code of IIP is professional/business casual unless otherwise indicated.

The following information is meant to be a common sense guide to acceptable office attire for all staff in IIP (does not include students). **In general, use discretion and good judgment and avoid attire that is too tight, too revealing, too short, overly casual, or generally unkempt.** A good reminder and consideration when making office attire decisions is: you are a representative of the Office of the Vice Provost for International Affairs and Global Strategies both in and out of the office during work hours. Furthermore, in a global workforce with international partners, students, team members and constituents we most certainly come into contact with culture and dress that differs from western culture. Being aware and respectful of these differences is highly important.

Listed below is a general overview of acceptable office attire as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for the proper office attire and allow you to make intelligent judgements about items that are not specifically addressed. A good rule of thumb is if you are not sure is something is acceptable, choose something else or inquire first.

Examples of Appropriate and Inappropriate Business Casual Dress:

Item	Appropriate	Inappropriate
Pants	Clean, wrinkle-free cotton pants such as khakis, capri pants (below the knee), leggings may be worn with a tunic	Jeans/denim*, sweatpants, shorts, pajama pants, yoga pants
Shirts	Polos, blouses, sweaters, turtlenecks, some sleeveless shirts	Denim, low cut, tank tops, t-shirts of any kind, shirts with slogans or writing, halter tops, tops with spaghetti straps, tops that are see-through or cut in a manner that reveals too much skin (for example, cleavage)
Dresses & Skirts	Casual dresses (no spaghetti straps), skirts that are at or below knee level	Denim, mini-skirts, skorts
Footwear	Heels, loafers, flats, dress sandals or open-toed shoes, clogs, dress boots	Flip-flops, shower slides, slippers, tennis shoes (unless for medical reasons) snow or rain boots should not be worn all day

*There are occasions when jeans are considered appropriate. An example could be for an office moving day. If unsure, please consult with supervisor. Jeans must be dark wash and without holes, frayed ends, or excessive embellishments.

Consequences for employees who wear work attire that is deemed inappropriate in the IIP workplace will follow university policy/guidelines for respective employee group.