

# Career Services Quick Tips

## DRESS CODE



### »» DRESS CODE IN THE WORKPLACE ««

Dressing appropriately enhances professionalism, boosts confidence, and leaves a positive impression. Always consider the company culture when choosing your attire.

#### PROFESSIONAL ATTIRE

- Follow Company Guidelines – Every workplace has its own dress code policy. Read and understand what is expected.
- Dress for the Role – Choose attire that fits your industry. Corporate roles may require formal wear, while creative roles might allow more flexibility.
- Keep It Neat & Presentable – Clothing should be clean, ironed, and fit properly. Avoid outfits that are too tight or too loose.

#### HYGIENE & GROOMING

- Maintain Cleanliness – Practice good personal hygiene and wear fresh clothing.
- Minimal Fragrances – Strong perfumes or colognes can be overwhelming in shared spaces.
- Well-Groomed Appearance – Keep hair, nails, and accessories neat and professional.

#### CASUAL DAYS & SPECIAL EVENTS

- Understand Limits – Casual days do not mean unprofessional. Therefore, avoid ripped jeans, shorts, or flip-flops unless explicitly allowed.
- Dress with Confidence – Even in relaxed dress codes, maintain a professional look.
- Represent the Company – Remember that your appearance reflects the organisation's values.

#### WORKPLACE DRESS CODE GUIDE

Different environments often guide you on what to wear in their policies. Below are guidelines on how to dress according to the description of the acceptable attire.

##### 1. BUSINESS FORMAL (CORPORATE/EXECUTIVE LEVEL)

*Common industries include finance, law, government, high-end hospitality, etc.*

##### What to wear:

- Men: Dark suits, white or light-coloured long-sleeve collar shirts, conservative ties, polished shoes.
- Women: Tailored pantsuits, knee-length dresses and skirts, closed-toe heels or flats.

**Key tip:** Stick to neutral colours (black, navy, grey), minimal accessories, and professional grooming.

## 2. BUSINESS PROFESSIONAL (TRADITIONAL OFFICE SETTING)

*Common industries include accounting, consulting, sales, corporate management etc.*

### What to wear:

- Men: Dress pants, button-up shirts, ties (optional in some cases), blazers, polished shoes.
- Women: Blouses with dress pants or skirts, cardigans, modest heels or flats.

**Key tip:** Slightly more relaxed than business formal but still professional. Avoid overly bright colours or casual fabrics

## 3. BUSINESS CASUAL (FLEXIBLE OFFICE ENVIRONMENTS)

*Common industries include marketing, education, healthcare (administrative roles), IT, nonprofit organisations etc.*

### What to wear:

- Men: Chinos or dress pants, collared shirts or polos, optional blazers, loafers or dress shoes.
- Women: Blouses, dress pants, knee-length skirts, flats, or comfortable heels.

**Key tip:** You do not need a full suit, but avoid jeans, sneakers, or overly relaxed outfits.

## 4. SMART CASUAL (CREATIVE & MODERN WORKPLACES)

*Common industries include startups, media, entertainment, fashion, advertising agencies etc.*

### What to wear:

- Men: Dark jeans or chinos, button-downs, casual blazers, clean sneakers or loafers.
- Women: Trendy blouses, skirts or dress pants, stylish flats or heels.

**Key tip:** Smart Casual is stylish but professional. Thus, do not wear ripped jeans, flip-flops, or overly relaxed clothes.

## 5. CASUAL (RELAXED WORKPLACES OR REMOTE WORK)

*Common industries include Tech companies, creative studios, remote work, informal workplaces etc.*

### What to wear:

- Men: Neat jeans or chinos, polos or t-shirts (no slogans), clean sneakers.
- Women: Casual dresses, jeans with blouses, comfortable shoes.

**Key tip:** Even in casual settings, avoid pyjamas, gym wear, or overly revealing outfits.