Dos + Don’ts

HOW TO “DRESS FOR YOUR DAY” MANUAL
Casual shirts with collars, golf shirts, sweaters, knit tops, button-down shirts, and turtlenecks are perfect for casual everyday wear.

A STRUCTURED BLAZER can upgrade any sleek pair of jeans.
We heard you.

Ever wake up in the morning during the work week and have that feeling where you just don’t want to wear a suit, a tie, a formal dress or a blazer? Well, lucky for you, Withum has rolled out a "Dress For Your Day" attire code that is in line with the new changing work environment. We want you to maximize comfort, while still maintaining a professional image.

Effective immediately!

Withum team members can now wear jeans to work everyday, not just on Fridays! Professional, business appropriate jeans or slacks paired with "Withum-approved" business casual tops can be worn on days in the office when not client-facing.

What is the "Dress For Your Day" policy?

The “Dress For Your Day” policy is intended to be relaxed when you have a workday that does not include meetings with clients, vendors or business associates. The expectation is that you will wear clothing appropriate for the nature of our business and the type of work performed. It gives you the flexibility to dress in a way that adheres to your schedule for that day. If you are at a client/prospect meeting, marketplace event, recruitment activity or other professional circumstances, you must suit up and dress to impress in business attire. Here are some guidelines to help you along the way. If you are still confused on the rules, ask us by emailing AttireAlert@withum.com.
Cotton slacks are a definite “do” provided they are clean and wrinkle-free.

Neckties are a great accessory to finish the look, but for “Dress For Your Day,” you can loosen your collar and go without.

Throw on your dark colored jeans with a nice blouse and start your day on the right foot.
Dress is a personal matter that requires each individual to exercise professional judgment. We realize there may be differences from one person to another, but everyone should make a positive, professional impression in their own style.

**ALWAYS READY TO GO.**

Having a suit jacket in the office may come in handy for those surprise client visits or unexpected networking events.
On days you will have client contact or other business related contact, BUSINESS ATTIRE IS EXPECTED.
Understanding and adhering to the **CLIENT DRESS CODE GUIDELINES** while at client sites is important to maintaining your professional image.
Rock those ripped jeans at a rock concert but not in the boardroom.

Tattoos are great personal statements but should be covered up for the office.

Don’t get caught with your spaghetti straps showing.
Flip Flops are great for the beach but not for the office.

Some say wrinkles show our wisdom but not when it comes to our clothes.

See A Withum Fashion “Don't” Victim? Email us at AttireAlert@withum.com and we will send an email with a friendly reminder of the dress code.

If you are unsure about an article of clothing, play it safe and choose something else.

Sports attire is best on the field and not in the office.

Flashing Withum colors show great team spirit but sneakers are still a “Don't.”

Not everyone wants to see your Calvin’s.
Show your team spirit by wearing your "WITHUM PLUS COMMUNITY" shirts when volunteering in the community.
QUICK REFERENCE OF DRESS RULES

SLACKS: Jeans and cotton slacks are acceptable, provided they are neat, clean and wrinkle-free. Jeans that are frayed, damaged, washed-out, dingy or dirty with holes are unacceptable. Capri pants are also acceptable provided they are mid-calf to ankle length. Hot pants and shorts are not appropriate for the office. Other inappropriate items include yoga pants, exercise or sports attires, sweat pants and form-fitting leggings.

SHIRTS: Casual shirts with collars, golf shirts, sweaters, knit tops, blouses, button-down shirts, and turtlenecks are acceptable. T-shirts, tank tops, halter tops, tops with spaghetti straps, shirts with large lettering or logos, denim or flannel shirts, sweat shirts, and off-the-shoulder tops are unacceptable as well as any low-cut blouses/shirts or shirts that bare the midriff or appear to be extremely sheer/see-through.

DRESSES AND SKIRTS: Casual dresses, skirts, split skirts, dressy skorts/shorts are acceptable provided they are no shorter than 2 inches above the knee. Mini-skirts and spaghetti-strap dresses are not acceptable nor are dresses that are low-cut or revealing.

FOOTWEAR: Loafers, flats, leather deck shoes, and boots are acceptable. Flip-flops, slippers, moccasins, Crocs and sneakers are not. Dress sandals are allowed provided they don’t “slap” when you walk in them.

VISIBLE PIERCINGS: Other than those in the ear lobes should be removed.

VISIBLE TATTOOS: On days where you will have client or business contact, whether in the office or outside of the office, visible tattoos must be covered.

PERFUMES, COLOGNE, HAIRSPRAY, ETC.: These items should be applied sparingly; excessive use of these items can be offensive, especially to those with allergies.

Staff with individual needs associated with religious observance or disability should consult with Human Resources to discuss possible accommodations.

If you have any questions about the appropriateness of your dress or grooming and the professional image you should be projecting, please contact the Human Resources department or email AttireAlert@withum.com.
See A Withum Fashion "Don't" Victim?
Email us at AttireAlert@withum.com and we will send an email with a friendly reminder of the dress code.