Name:

Date:

School:

Facilitator:

5.03 Dress code

**Total Points: 15**

**Your appearance on the job is important. It is a type of non-verbal communication and following the established dress code is considered part of acceptable workplace conduct. What message are you sending in the clothing you choose to wear to work?**

**Use the following form to list and analyze specific items of clothing for men and/or women that you could identify as appropriate and inappropriate clothing for a professional business office environment.**

| **Professional Business Dress Comparison** |
| --- |
| **Always appropriate** | **Acceptable on Casual Day**  | **Inappropriate on any day** |
|       |       |       |
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