

At Star appearance is very important. Please adhere to either the accepted 'BUSINESS CASUAL' or 'PROFESSIONAL' dress code. Uniforms and company shirts are required to be worn if issued. Shoes with a safe grip sole is also required. The chart below is a good guide, however management can make changes and specific requests as needed.

Thank you for your cooperation.

StarCarHR

## Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.

**Business Casual (Female):**

- Suit Jacket or Cardigan Can Be Added for a Classy Look
- More Colors & Patterns Acceptable
- Khaki Pants, Nice Trousers, or Fingertip-length Skirt
- Flats or Heels Acceptable
- Low-Heels Acceptable
- Keep Colors To: [Color swatches]
- Suit Jacket or Business Dress
- Suit Pants or Slacks
- Skirts & Dresses Extend to Knee

**Professional (Male):**

- Jacket or Vest Can Be Added For Classy Look
- Collared or Polo Shirt
- More Patterns & Colors Accepted
- Tie Optional
- Khaki Pants or Nice Trousers
- Dress Shoes
- Keep Colors To: [Color swatches]
- Suit or Sports Jacket
- Suit Pants or Nice Trousers

### Tips for Success in Any Business Situation

- 1 When in doubt, dress conservatively.
- 2 A suit (suit & tie for males) will suffice in most situations
- 3 Make sure your outfit is wrinkle-free.
- 4 Stick with solid colors and tighter-woven fabrics or simple patterns.
- 5 Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.

- 6 Wear a belt and a watch.
- 7 Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
- 8 Shirts with lettering or graphics should not be worn.
- 9 Check your outfit for missing buttons, lint, or a crooked tie.
- 10 A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).