



THE DO'S AND DON'TS OF PROFESSIONAL WORKWEAR

WOMEN'S DO'S AND DON'TS

THE ESSENTIALS

Keep your makeup to a minimum - apply foundation and blush sparingly, stick to natural colours and make sure your lipstick isn't too bright. Remember to brush and style your hair - keep it neat, simple and out of your eyes.

THE NO-NO'S

A great outfit can't save a messy hairstyle. Don't turn up with your winged eyeliner so high that you look like you could take flight. Keep your smokey eye shadow and diamond-bright highlighter out of the workplace.

FRAGRANCE ETIQUETTE

Perfume is delightful when used in moderation. Be mindful of others and use sparingly.

PERFUME BOMB

Don't knock out your co-workers with overpowering fragrances. Stick to fresh and clean smells that suit the season.

VISUAL IMPACT

Wear minimal accessories that don't draw too much attention. Tattoos should be covered and piercings should be limited to each ear.

WRINKLES, CRINKLES AND PLUNGES

Don't turn up in a shirt covered in mysterious stains and stubborn wrinkles. Ditch the plunging necklines and too-tight tops!

FRESH, PRESSED AND COVERED

Make sure your shirt or blouse is clean and ironed ready for the day ahead! The golden rule is to not reveal too much skin - you want your colleagues to focus on your ideas and achievements, not on your "assets".

LESS IS MORE

Don't deck yourself out like a Christmas tree - lose the bling rings, the bracelet stacks and dramatic necklaces.

BEST FIT

Business pants are a classic staple. Make sure that they sit properly on your body and are neither too tight nor too loose. If you opt for dresses and skirts, they should be at a length which allows you to sit comfortably in public.

WEEKEND WEAR

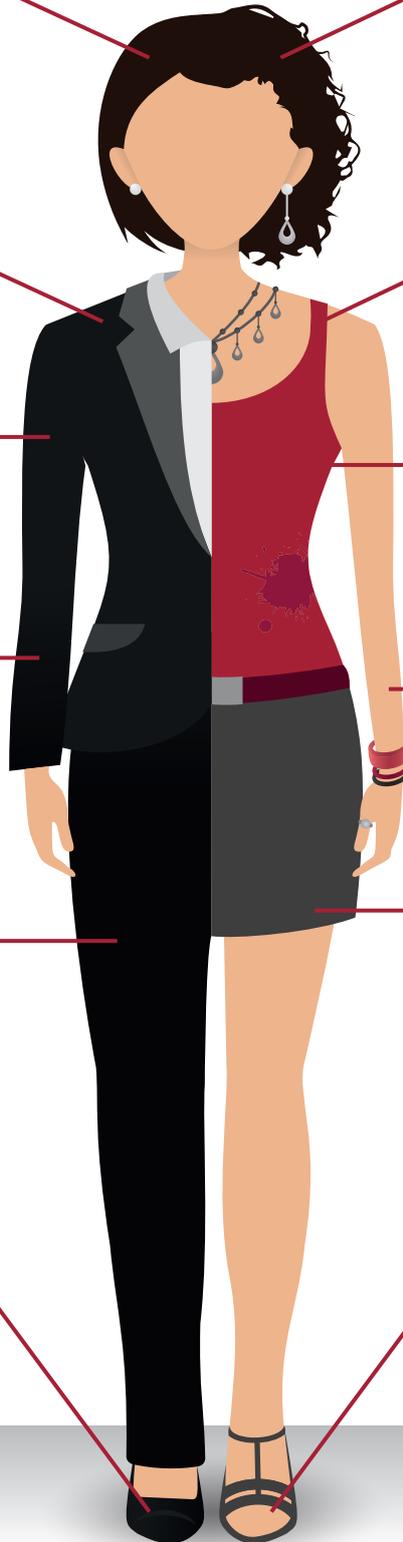
Don't wear it to work if your skirt or dress is just as short and as tight as the ones you wear while partying on the weekends! Also avoid wearing sweatpants or leggings - they should only be worn when you're exercising... or on your couch thinking about it!

FUNCTION > FASHION

Closed-toe, low-rising pumps or flats are the best choice of shoes - save your sky-high stilettos for the weekends! Remember to keep your shoes clean and polished.

FOOTWEAR FAUX PAS

Don't wear sneakers - they're comfortable but inappropriate for most workplaces. Don't wear sandals or thongs - footwear that leaves your toes exposed don't belong there either!





THE DO'S AND DON'TS OF PROFESSIONAL WORKWEAR

MEN'S DO'S AND DON'TS

HAIRSTYLE

Wake up an extra 10 minutes earlier in the morning to comb and style your hair. This includes your facial hair! Keep it neat and simple to portray a professional, clean and put-together look.

FRAGRANCE ETIQUETTE

Cologne is delightful when used in moderation. Be mindful of others and use cologne sparingly.

FRESH AND PRESSED

Prepare your outfit ahead of time. Pull out that ironing board and make sure your shirt is clean and ironed ready for the day ahead!

VISUAL IMPACT

Your visual impact matters! Wear minimal accessories that don't draw too much attention. Similarly, tattoos should be covered and piercings should be limited to each ear.

A NICE FITTING PAIR OF PANTS

Business pants are a classic staple to have. Make sure they sit properly on your body and are neither too tight nor too loose.

SHOES FOR SHOW

Keep your shoes clean and polished to finish off your professional look.

I WOKE UP LIKE THIS

Don't roll out of bed and expect to look as put-together as George Clooney! A great outfit can't save a messy hairstyle.

COLOGNE BOMB

Don't knock out your co-workers with overpowering fragrances. Stick to fresh and clean smells that suit the season but don't go overboard.

TOO-TIGHT TEES

Tees designed to hug your muscles might look great for a night out, but you should wear a regular-fitting shirt with a collar to work.

LESS IS MORE

Don't deck yourself out like a Christmas tree. The workplace is not an appropriate place to show off your larger-than-life watch and sick sleeve.

RIPPED OR LOW-RIDING JEANS

Don't rock up to work with your best jeans below your waist or rips at the knees. Even if your collection of jeans is the envy of your friends, they are not appropriate for work!

FOOTWEAR FAUX PAS

Don't wear sneakers - they're comfortable but inappropriate for most professional workplaces. Don't wear sandals or thongs - footwear that leaves your toes exposed don't belong in the workplace!

