



FEDERAL RESERVE BANK of KANSAS CITY

Dress Guidelines

The public and our customers expect those who serve the central bank of the United States to project a professional image. Your dress reflects your professionalism and the Federal Reserve Bank of Kansas City’s image as a regional headquarters of the nation’s central bank. Though not all employees or contract workers may be required to wear business professional attire, the requirement to present a professional image applies to everyone.

Expectations

- All employees and contract workers will present a professional image in the workplace and when representing the Federal Reserve Bank of Kansas City and/or the System.
- Employees and contract workers may dress in business casual attire unless department management indicates business professional and/or uniform attire is required. Clothes should always be clean, tidy and pressed.
- When interacting with members of the public, applicants, bankers, vendors, and community and business leaders, etc., employees and contract workers should default to business professional with their attire unless department management indicates otherwise. When in doubt, dress as the stakeholders’ executives dress (i.e., their senior management team). Business casual is the minimum level of acceptable casual dress in any business setting.

When in doubt, follow these guidelines:

	Business Professional	Business Casual
Jackets	Suit jacket, blazer or sports coat	Sports coat, vest or cardigan can be added for a dressier look but is not required
Shirts	Collared shirts, button down shirts, and ties for men; dress shirts/blouses for women	Collared shirts, long or short sleeved polo shirts or cotton blouses/sweaters
Skirts	Suit skirts and business dresses	Business casual skirts or dresses
Pants	Suit pants, slacks, or dress trousers at least ankle length	Khaki pants, trousers and business casual slacks at least ankle length
Shoes	Polishable shoes, flats, heels, peep toed, and business dress shoes	Dress shoes, flats, heels, peep toed, and casual business shoes

Some clothing items are not appropriate for the workplace unless they are specified as part of a uniform or operations requirement:

Attire Not Appropriate for the Workplace
Tattered, frayed, or wrinkled clothing
Sweat pants, sweat shirts or jogging pants
Shorts
Denim or flannel clothing
Pants with rivets or cargo pockets; leather pants or casual leather jackets
Skirts and dresses shorter than three inches above the knee
Casual t-shirts
Tank tops or camisoles without a jacket/sweater
Shirts with large logos or printed slogans
Cropped tops
See-through or ill-fitting clothing
Sneakers or sandals

- No dress code can cover all contingencies, so employees and contract workers must exercise good judgment in their choice of clothing. If you are uncertain about acceptable attire for work, please ask your supervisor or the Human Resources Department.
- Employees and contract workers are expected to comply with the standards outlined in this document. If you are not in compliance with the Bank’s dress code, you may be required to leave the workplace and return with appropriate attire.