

## YJ02 INTERN DRESS CODE

All Right Track – Youth Jobs 02 interns are expected to wear professional, work-appropriate attire to the internship and training.

**When you are dressing for training and work, please remember that how you dress sends a message about how seriously you take your work.** Some workplaces are more formal than others and some workplaces allow casual clothing (like jeans) on Fridays, but you should never be dressed more casually than your colleagues.

*As with all Right Track policies, we expect you to also always follow whatever dress code is put in place by your employer.*

### **GUIDELINES**

- Professional grooming is required. Please:
  - Shower daily
  - Use deodorant
  - Brush your teeth
  - If you use cologne or perfume, use it lightly
  - Keep your fingernails clean and trimmed.
- Hair should be combed and clean.
  - Keep long hair away from your face/eyes.
  - Hair should not be spiked or dyed an unnatural color.
- For men, if you have facial hair it must be trimmed and neat.
- Make-up should be neutral colors and moderate (no excessive makeup).
- Body jewelry and tattoos should be covered in the workplace.
- Earrings should not exceed 1 inch in length.
- All clothes must be clean and wrinkle-free.
- Shoes must be clean and of a business design.
  - No sneakers/tennis shoes.
  - No flip-flops.
  - No open-toed, knee-high, or backless shoes.
  - No heels taller than 2 inches.
  - Socks should be dark colors (black, brown, dark blue).
- No sleeveless tops. Dresses, blouses, polo and button-up shirts must have sleeves.
- Shirts:
  - Must be fully buttoned. No exposed cleavage.
  - Must fit correctly; no oversized or tight clothing.
  - Solid materials only. Nothing sheer or see-through.
  - Must be tucked in and stay tucked in when moving and bending. Skin must NOT be visible between the shirt and the pants/skirt.
- No baggy sweaters or hoodies. No sleeveless vests or sweaters.
- Properly fitting slacks and skirts are required.
  - Pants should not be baggy, sagging or too tight.
  - Skirts must reach the knee and should not be too tight.
  - No jeans, leggings, yoga pants, or shorts.
  - Belts should have a plain buckle.
- Cell phones and music players should be kept out of sight when at work. If your supervisor allows you to use headphones, Right Track recommends listening with one ear, in order to hear colleagues, the phone, etc.