

ARCHDIOCESE OF CHICAGO

Department of Personnel Service
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MEMORANDUM

TO: Cardinal Meyer Center Staff
Archbishop Quigley Center Staff

FROM: Chris Cannova

RE: Business Attire/Dress Code/Business Casual

DATE: May 28, 2014

As you know, every staff member of Meyer and Quigley has the potential to have an impact on the image of the Archdiocese of Chicago. Personal appearance is a key aspect of that image. It is important that we articulate a dress code that is appropriate for our workplace. The normal dress code for Quigley and Meyer is **business attire**; for the summertime, business casual attire is appropriate for each day of the week provided there is not a reason to dress more formally in business attire.

Below are general guidelines for attire:

BUSINESS ATTIRE:

MEN:

- Jackets or blazers
- Business suits
- Ties are not required but are suggested
- Pressed slacks
- Sweaters or cardigans
- Collared shirts

WOMEN:

- Business suits or dresses
- Pant suits
- Jumpers
- Skirts, pressed slacks
- Blouses
- Blazers
- Sweaters
- Skirts
- Dress shoes or other appropriate footwear

BUSINESS CASUAL ATTIRE: (Other than what is listed in "business attire.")

- Collared shirts are required
- Slacks, Dockers or chinos
- Polo shirts
- Turtle neck shirts or sweaters
- Sweaters or cardigans

UNACCEPTABLE ATTIRE FOR EITHER BUSINESS WEAR OR BUSINESS CASUAL:

- Jeans
- Very short skirts or dresses
- Jumpsuits
- T-shirts, tank tops, halter tops
- Sheer clothing
- Revealing clothing
- Leggings, sweat pants, jogging suits
- Shorts
- Athletic shoes, beach type sandals such as flip flops, hiking boots
- Anything unkempt or sloppy

The only exceptions to the dress code guidelines are for IT techs, maintenance staff and mailroom staff. All other staff members are required to comply with these guidelines. We welcome feedback that might be helpful as we continue to clarify these requirements.

Thank you very much for your attention to these guidelines and thank you for all that you do for the Archdiocese of Chicago.