



Orange County Bar Association Dress Code

The OCBA is first and foremost a membership organization devoted to serving attorneys and other legal professionals. The Orange County Bar Association requires employees to dress appropriately in business attire in sync with formal law office standards. Our work includes frequent contact with attorney members, legal professionals, board members, and the public. Our members, OCBA leadership, and the public will feel that they can trust our work product, judgment and recommendations when our work attire is in sync with our professional services and demeanor.

Appropriate:

Slacks-

Dress slacks/pants/ankle-length pants/skirts

Dress Khakis

Jeans (Friday only) (must be dark in color, clean and free of rips, tears and fraying; may not be excessively tight or revealing; may not have rhinestones, patches or other embellishment of any sort other than modest stitching on the pockets)

Shirts-

Polo collar knit shirts, tucked in (casual Friday)

Oxford shirts, tucked in

Company logo wear (casual Friday or casual, offsite events)

Short-sleeve blouses or dress shirts

Turtlenecks

Blazers or sport coats

Jackets or sweaters

Shoes-

Men-business style loafers, dress shoes

Women-pumps, flats, peep-toe heels or flats (shoes with fully exposed toes not OK)

Not Appropriate:

Pants-

Sweatpants, exercise wear

Shorts, low-rise or hip-hugger pants, or low-rise or hip-hugger jeans

Jeggings or other leggings worn as pants

Capris (mid-calf pants)

Rolled up pants or pants that tie at the bottom of the leg opening

Shirts-

Shirts with writing (other than company logo)

Athletic style T-shirts or sweatshirts

Strapless blouses or shirts

Exercise wear or beachwear

Crop tops, clothing showing midriffs, low cut v-necks, spaghetti straps

Tops that have shoulder straps that are not at least "4 fingers" wide

Shoes-

Thongs, flip flops, open-back shoes (e.g., mules, sling backs)

Athletic shoes, tennis shoes, sneakers, Birkenstocks, Crocs, Vans

Plastic-type sandals

Western-style boots

Generally, any fabric shoes are not OK although there can be exception for very dressy fabric styles (ex: satin flats are OK, denim flats are not OK)

Accessories-

Hats (unless working at an event outdoors)

Ankle bracelets and visible toe rings

Visible tattoos

Earrings should never dangle longer than a quarter

Earrings should never be larger in diameter than a quarter

Visible piercings (other than ears)

Gauged ears

General Guidelines:

*When attending a meeting, luncheon, mediation, speaking to the public, or when involved with any event with members or bar leadership, a jacket, blazer or dressy sweater covering short sleeved tops must be worn at all times. (It is a great idea to keep a neutral colored jacket or nice sweater in your office at all times in case of a meeting with short notice.)

*When working events outdoors such as the golf tournament or a festival, shorts of an appropriate length (no “Daisy Dukes”) may be worn and sneakers/athletic shoes are permitted. Flip flops or other backless sandals are not permitted.

*Clothing must fit properly and shall not reveal skin.

*Clothing must not have holes, excessive wear spots, ripped hems or be wrinkled.

*Clothing may not have political or any wording other than a small tag with a brand name. (ex: jeans with a “Levi’s” label on the pocket are OK, Shirt that says “Viva la France” across the front is not ok).

*Undergarments should not be visible either through or show outside clothing. (No: Black bra under a white shirt, underpants extending above the waistline of pants)

*Casual Fridays are BUSINESS casual days not just casual days. *All of the above outlined rules apply to these days.*

Enforcement: A warning for dress code violations will be sent via email for any first offense. If the same issue happens again, the incident will be addressed in a formal, written discipline report and documented with HR records. If you have a concern about what is appropriate, ask you immediate supervisor or the Executive Director for clarification.