Dress Code

Look Book

Macy's Stores
Embrace your sense of style and have fun putting together great looks for yourself and your customers! Let your personality show through your personal style!
OVERVIEW

We expect Colleagues to follow our dress code policy by dressing with Professionalism, Style, and Safety.

Be sure to check out the portion of the Look Book for examples that apply to you:

- Most Departments
- Jewelry (all), Men’s Tailored Clothing & Big Ticket
- Active Specialists
- Juniors, Young Men’s, Impulse, & Denim
- Support, Dock/Receiving, & Visual

Cosmetics/Fragrances:

- Cosmetics and Fragrance Colleagues will wear the designated clothing provided by their brand as part of the official Brand uniform. However, color may be worn in place of black if the clothing is not provided by the vendor.

Asset Protection:

- Visual Security Officers will wear black pants; a white, collared shirt; a tie; and a Company-provided jacket. VSO dress guidelines may vary by location; check with your People Leader for location-specific guidelines.
- Other AP Colleagues may wear denim that is in good condition without tears and fraying, as well as athletic shoes that are clean and in good repair. Dress guidelines may vary by location; check with your People Leader for location-specific guidelines.

Name tags:

Remember to wear your name tag so customers can spot you quickly and easily:

- White tag: Hourly Colleagues
- Red tag: Executive Colleagues
- Teal tag: Personal Stylist and Wedding Gift Colleagues

Dress code exceptions:

- Approved ADA accommodations based on a medical reason.
- Approved religious accommodations based on a religious belief, which may include, for example, the wearing of religious articles (e.g., yarmulke, turban, veil, piercing, burqa, etc.).
- Transgender and gender non-conforming Colleagues may comply with this policy in a manner consistent with their gender identity or gender expression.

Direct any questions to your People Leaders.
TOPS (MOST DEPARTMENTS)

You can wear business casual looks with daily choices from open-collared shirts to more formal jackets, dresses, and ties.

ACCEPTABLE

NOT ACCEPTABLE

NO

- Hoodies / hats / bandanas / head scarves (unless approved)
- T-shirts
- Halter tops
- Strapless or low-cut tops
- Vulgar language, logos or images
- Athletic tops
- Thinly-strapped camisoles
- Bareback
You can choose to express your personal style from casual dress to professional business attire all week long.

Shoes: Professional footwear completes the look in comfort and style (refer to footwear facts portion for visuals).

- Denim
- Shorts
- Cargo pants
- Lounge wear or jogging/sweat pants
- Athletic pants
- Leggings (unless appropriate coverage, such as tunic or a dress)
- Short skirts (must be below finger tip level)
- Pants that fall off the hip
FOOTWEAR FACTS

- **Professional footwear:** Any color shoes that are clean, tasteful, and in keeping with the dress code of your department; shoes with rubber soles are acceptable as long as in good condition.
- **Fashion sneakers:** Converse, keds, vans, etc.; including but not limited to fun fashion colors and patterns in keeping with the dress code of the department; does not include running/athletic shoes.

**ACCEPTABLE**

**NOT ACCEPTABLE**

The type of footwear you wear is based on department.

- Slippers
- Flip flops
- Athletic shoes (unless you are an Active Specialist)
Look the part in professional business attire. To achieve a formal, suited look:

- **Women’s clothing**: You should choose from suits, business dresses, pants, and skirts. A jacket over a dress, or as a two or three-piece suited look, presents a professional appearance, while a tailored dress alone may convey the look.
- **Men’s clothing**: You should choose from tailored suits, jackets, vests, blazers, and dress trousers. Jackets and ties are required.
- **Shoes**: Professional footwear completes the look in comfort and style (refer to footwear facts portion for visuals).

**ACCEPTABLE**

**NOT ACCEPTABLE**

- Sweaters or cardigans
- Reflect the trend and style of your department and look the part of a Style Ambassador.
- Set the tone with denim and tasteful trend-right style.
- **Shoes:** You can choose fashion sneakers or professional footwear to complete the look (refer to footwear facts portion for visuals).

**ACCEPTABLE**

**NOTE**
- If you work in a combined zone, you should dress to the higher standard. For example, if your zone includes Ready to Wear and Active, dress for Ready to Wear. If your zone includes Men’s and Young Men’s, dress for Men’s.
Active Specialists are encouraged, but not required, to reflect great active looks in the way they dress. If you choose not to reflect an Active look then follow the guidelines for “most departments.”

- **Three pieces:** Pull-overs, hoodies, and track jackets (any color) may be worn to display an entire active look.
- **Leggings/athletic pants:** Enjoy wearing athletic leggings or pants if the leggings/pants are similar to what are sold at Macy’s.
- **Shoes:** Athletic shoes that complete the outfit are allowed, but must be clean and in good condition.

### ACCEPTABLE

![Acceptable Examples](image1.png)

### NOT ACCEPTABLE

- Shorts
- Tank tops (without a third piece)
- Revealing running tops
- Vulgar language, logos, or images
SUPPORT, DOCK/RECEIVING & VISUAL

• Choose business casual pants with a professional looking top; dark-colored denim is permitted for Dock/Receiving Colleagues ONLY.

• Visual Colleagues and Managers follow the same guidelines as Support. They are not allowed to wear denim on a daily basis, but may be permitted to if the activities in their specific day’s work justify a more casual look.

• Shoes: Athletic shoes are not permitted, shoes with rubber soles are acceptable as long as they are in good condition. Fashion sneakers are also acceptable. Must be closed toed shoes (refer to footwear facts portion for visuals).

ACCEPTABLE

NOTE

• If you work a combined schedule with part of your day in support and part of your day on the sales floor, dress to the higher standard. To transition from a support dress code to a selling floor dress code, layer a third piece, such as a jacket, sweater, tie, or scarf, to create a more professional appearance for interacting with customers.