



BUSINESS EDUCATION COUNCIL

LINKING BUSINESS AND EDUCATION

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Business Ethics and Dress Code

• **Punctuality**

- Show up on time
- Plan to arrive 10-15 minutes early

• **Professional Conduct**

- Smile and make eye contact
- Use a firm handshake & friendly greeting
- Avoid slouching or shuffling—be attentive
- Speak distinctly and pleasantly—avoid slang

• **Professional Dress & Grooming**

- Wear clean & neat clothing—dress appropriately for where you are doing your Job Shadow
- Jeans are only allowed if appropriate to the workplace
- Shirts should be tucked in
- Clean shoes, laces tied, appropriate to the outfit
- Modest jewelry
- Hair must be clean, styled or combed
- Proper personal hygiene
- **NO** tee shirts with logos, hats, or shorts
- **NO** tight pants and **NO** tight or short skirts, revealing necklines or waists

The Job Shadow experience is a wonderful opportunity to make positive connections! Please remember that you are representing yourself, Perry Central School and the Business Education Council

I, _____, have read the above protocols and agree to all conditions outlined.

Signature _____ Date _____