Dress Code Guidelines
Global Human Resources and Strategic Planning

Statement of purpose

CGI is a world renowned business providing professional IT services to all its clients. Our dress code guidelines are intended to set a standard of dress and personal appearance to help members project, at all times, a professional image. Although CGI recognizes that each member’s personality is expressed through his or her attire, our image in the workplace has a significant impact on business relations including attracting clients as well as other professionals. A professional, well-groomed appearance reflects our commitment to excellence and, as owners of CGI pursuing a common dream, each of us has a responsibility to look our best. We want our clients to perceive us as highly capable professionals, and the way we dress impacts that perception.

While these guidelines are designed to promote a positive image of CGI and a productive work environment, CGI understands the need for flexibility. Client expectations and local practices differ and may require exceptions to our guidelines. Depending on the client site or office in which you are working, appropriate attire may be more formal or more casual than CGI's guidelines. These should be followed unless a client or local practice dictates otherwise. These guidelines are not intended to infringe on religious practices.

Dress code guidelines

Working at a client site: Formal business attire should be worn, unless the client has a different policy or practice. Men should wear a two-piece suit with a shirt and tie. Women should wear a conservative two-piece suit with a skirt or pants, or a dress.

Working in a CGI office: If you are working in a locale where “business casual” attire is acceptable, you should be ready to dress up in the event of a client visit or candidate interview where formal business attire is advisable (e.g., men should be “tie-ready”). A more dressed up “business casual” attire is recommended such as tailored slacks for men and dress slacks, a skirt, or a dress for women.

Inappropriate attire: Beach-like sandals, denim, bermuda shorts and any other type of shorts, tee shirts and any clothing with slogans should not be worn.

Before choosing attire: When dressing for work, always ask yourself if you are suitably dressed to meet a client and make a good first impression. How you present yourself impacts your potential for a successful interaction. Your clothing and grooming should reflect a professional image and should not be distracting.

In cases where a member’s mode of dress may pose a safety hazard when completing their job duties, managers will advise them of the safety issues and recommend appropriate attire to avoid hazards.

When in doubt, err on the conservative side, always look professional and never wear clothes that are designed for leisure.
**Hygiene and grooming**: Good personal hygiene and grooming habits are also very important. Body cleanliness, neatly trimmed and maintained hair, and well-maintained clothes and shoes are a must.

**Scope and governance**

CGI dress code guidelines apply to all business units and corporate departments. The senior vice-president of HR, leadership and organizational development is responsible for the administration and evolution of these guidelines.

Each business unit leader can confirm special circumstances, in certain locations, that warrant variations to these guidelines.

Responsibility for the communication and application of these guidelines resides at the business unit level.

**Last update**

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