



Official Photo Guide to office dress code

For employees of Software04

This dress code is introduced so that Software04, a company committed to the celebration of vintage lingerie, is seen by its actions to match that of its ethos. Employees are expected to be role models for the company. As an equal opportunities employer this office dress code applies to all employees of all genders. It is compulsory. Random spot checks by the office manager will verify compliance. Loss of wages may be imposed for failure to comply.

This detailed guide shows what to wear and what not wear with illustrative photos and additional informative additional text for guidance.

Software 04 – November 14th 2013

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When you see the red cross it means an item is prohibited

Description

Example

1: Dresses are permitted

If front buttoned dresses are worn the bottom two button may be left undone so that a hint of petticoat is visible (see [section 10](#) about petticoat flashing and also [section 39](#) about knickers flashing) Dresses may be of any material but lacy or silky materials are preferred.



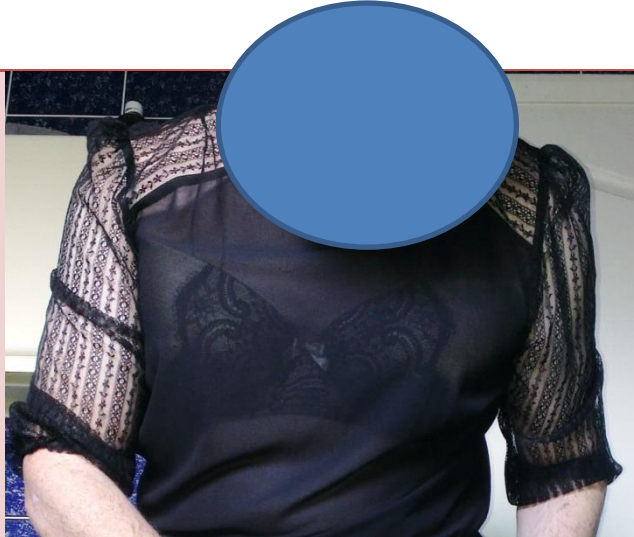
2: Skirts are permitted

There is no prescribed length of skirt but the wearer should be discrete and ladylike if there are visitors in the office. The material of the skirt may be thin and slightly see through, provided a petticoat is worn (see [sections 5 to 10](#) about petticoats)



3: Blouses are permitted

Blouse may be lacy and slightly see through. Bras, camisoles or full slips must be worn under sheer blouses (see [section 11 to 15](#) about bras). Blouses must be worn with a suitable skirt (no clashing colours or patterns).



4: Trousers

Trousers are NOT permitted as they do not promote the vintage lingerie ethos, even when worn with pretty shoes.



5: Petticoats: half-slips

Petticoats must be worn under a dress or skirt. Employees may prefer to wear a half-slip under a skirt and a full slip under a dress but this is not obligatory. Half-slips MUST be made of a silky nylon or satin material and MUST have a lacy hem of at least 2 inch.



6: Petticoats: Lack of Lacy hem

Half-slips, or full slips, with less than 2 inch of lace on the hem are NOT permitted. Multi patterned half-slips are not permitted either.



7: Petticoats: Full slips

Full length slips MUST be made of a silky nylon or satin material and MUST have a lacy hem of at least two inches on the hem and at least one inch on the bust, which should preferable carry on around the back of the top of the slip.



8: Petticoats: Straps of full slips or camisoles

A bra must be worn under the full slip or camisole. Two sets of straps should always be seen, especially under a sheer blouse. Spaghetti straps are preferred on full slips and camisoles (as it is more authentic vintage) but wide lacy opera straps are permitted.



9: Petticoats: layers

Multiple slips (max 2) are allowed to be worn in layers, such as a half-slip worn under a full slip, or a short half-slip under a longer half-slip.



10: Petticoats: flashing

Discrete flashing of the lacy hem of a petticoat is permitted. The viewer knows you are wearing a pretty nylon slip but you are not giving away too much.



11: Bras

Most styles of bra are permitted provided that they have some show of lace on the front.

Bandeau style bras (no clasp) are permitted provided the front is lacy. The bra should be made of silky nylon or satin



12: Bras: No lace

Plain bras with no lace are NOT permitted. Bra's which are not made of silky nylon or satin are not allowed.



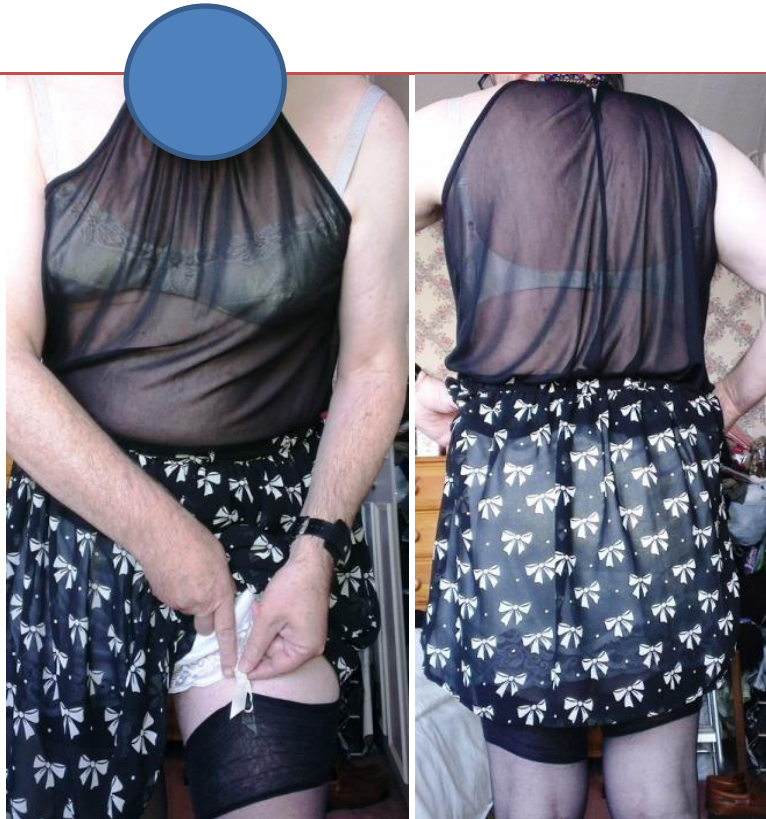
13: Bras – Strapless

Strapless bras are acceptable provided that are lacy and not plain.



14: Bra Straps may be seen

It is permissible for bra straps to be seen directly through a blouse (if sheer) or on shoulders if the blouse does not cover the shoulder)



15: Camisoles

Camisoles may be worn with half-slips as alternative to wearing a full slip to allow either a colour match or a colour contrast. The camisole must be made of nylon or satin (no plain cotton vests) and be decorated with at least one inch of lace on the bust. Bras must be worn under a camisole (see [section 14](#) about straps)



16: Camisoles: Plain vests

Plain cotton vests are not permitted



17: Hosiery – Tights

Silky sheer (max 20 denier) tights are permitted in certain circumstances such as wearing a very short dress or skirt that would otherwise reveal the whole of a stocking top (see [section 28](#)) Tights should be sheer to the waist.



18: Hosiery: Suspender tights

Tights which replicate stockings and suspenders, including tights with seam, are NOT permitted. If this is the desired look then full stockings and suspenders should be worn. Tights with built in panties are NOT permitted.



19: Hosiery: Lacy or patterned tights

Patterned tights (other than those with mock suspenders), lacy tights or fishnets are permitted but they must be sheer (max 20 denier)



20: Hosiery: High Denier

Thick tights , or stockings, with a denier of more than 20 are NOT permitted. Socks are also NOT permitted.



21: Hosiery: Acceptable colours

Most dark colours are acceptable, such as black, barely black, grey, dark brown and navy blue. Pale skin colours are acceptable as is white.



22: Hosiery: Wrong colours

Bright colours such as red, green or pink are NOT acceptable for office wear, even if they are RHT seamed sheer stockings.



23: Hosiery: Stockings

Classic sheer nylons stockings (and slips) are at the heart of the ethos of Software04. These stockings are held up with a suspender belt or girdle (see [sections 29 to 30](#) on foundation wear)



24: Hosiery: seams

Seams and Reinforced Heels and Toes (RHT) are acceptable on stockings as well as plain, sheer hosiery. Classic RHT stockings have a key hole at the top. Seams can be zigzag patterns as well as the classic straight seam.



25: Hosiery: Hold Ups

Although not strictly vintage hold ups can look good under a slip and skirt with some interesting patterns.



26: Hosiery: Lace tops

Lace top stockings, hold ups or suspended stockings, are permitted.



27: Hosiery: Ladders

Snags in sheer hosiery (ladders) should be attended to immediately. It is recommended that staff buy two pairs of stockings each time and keep a spare pair in their office desk. With matching pairs of stockings only the stocking with the ladder needs to be replaced, an advantage over tights.



28: Hosiery Stocking tops

It would be inappropriate to wear a dress or skirt so short that the complete stocking tops can be seen even when standing. In these circumstances it would be better to consider wearing tights or a longer dress.



29: Foundation wear: Girdles

Firm foundation wear, such as an Open Bottom Girdle (OBG) is recommended to maintain a feminine shape. OBG should have suspenders attached to allow the attachment of stockings. OBG's must never be worn with tights.



**30: Foundation wear:
suspender belts**

Stockings are normally held up by suspender belts, unless using an OBG (see [section 29](#)) or hold up stockings. Suspender belts should be made of silky nylon and have lots of lace. They are more usually worn inside knickers for ease of use when going to the toilet.



**31: Knickers: bikini
panties**

All knickers must be made of silky nylon or satin and have some lace. Lacy fronted bikini panties are acceptable



**32: Knickers: full size
panties**

Full sized panties (granny panties) are acceptable. Some may only have a tiny triangle of lace (such as Vanity Fair) which is acceptable.



33: Knickers: French

Loose legged French knickers with lashings of lace on the leg are acceptable but must be silky.



34: Knickers: DKs

Long legged Director Knickers (DK) are acceptable even if the nylon panty or lacy hem actually covers the stocking tops, provided the stocking top and suspender strap can be seen through the thin material.



35: Knickers: G string

G strings are too flimsy and do not fit the vintage ethos so they are NOT permitted.



**36: Knickers: Faux
vintage**

*Modern large panties
which replicate vintage
knickers (but with elastin
for tummy control) may
be faux but can be
acceptable if there is lots
of lace.*



37: Knickers: Tights

When wearing tights, rather than the usual stockings, knickers should be worn under the tights for hygiene reasons.



38: Knickers: matching sets

Whenever possible bras, suspenders, panties and stockings should be matching in colour and pattern. Knickers and bras do not have to match slips.



39: Knickers: flashing

Deliberate flashing of knickers, when there are visitors in the office, is NOT permitted.



40: Shoes: Heels

Most shoes with at least a two inch heel are acceptable. Shoes can be court, open or strappy sandal style. Boots are acceptable provide there is a discernible heel.



41: Shoes: Flats

Flat shoes, wedges, thick soles and shoes in bright colours, such as gold, are NOT acceptable.



42: Hair and beauty: hair

Hair should be kept neat and tidy and off the face, tied back or at least platted if long. Wigs are allowed.



43: Hair and beauty: light make up

Light but subtle face make up is encouraged for all staff.



**44: Hair and beauty:
heavy makeup and fake
tans**

*Garish, heavy makeup is
NOT allowed. Obvious
fake tans are NOT
allowed.*



45: Hair and beauty: nails

*Nail varnish of most
colours, including clear, is
allowed. It is not
compulsory to wear nail
varnish.*



**46: Hair and beauty: black
nails**

*Black nails are NOT
allowed as it is more
Gothic than vintage.*



47: Jewellery

Subtle jewellery: watches, necklaces, broaches, religious symbols, rings, ear rings are allowed. Bangles are allowed (max of 2). .



48: Jewellery

Large garish jewellery and nose studs are NOT permitted



49: Spot checks

The Office Manager is empowered to so random spot checks on compliance with this dress code at least once a month. This may require the lifting of skirts, dresses and slips to check that the correct panties, stockings and foundation wear is being worn.



Acknowledgements

This guide and photos have been compiled by the staff of Software04.

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