

# Workplace Dress Code Policy

## Purpose

The purpose of this Dress Code Policy is to outline the standards for attire and grooming at [Company Name]. This policy aims to ensure a professional, safe, and comfortable work environment for all employees.

## Scope

This policy applies to all employees, contractors, and temporary staff working at [Company Name] locations.

## Policy Guidelines

### General Attire

- Employees are expected to dress in a manner that is professional and appropriate to their job function.
- Clothing should be clean, pressed, and free from excessive wear or holes.
- Employees should avoid clothing with offensive or inappropriate logos, words, or images.

### Acceptable Attire Examples

- Business casual clothing (e.g., slacks, khakis, dress shirts, blouses)
- Dresses and skirts at an appropriate length
- Closed-toe shoes in work areas where required

### Unacceptable Attire Examples

- Flip-flops or beachwear
- Torn or excessively casual clothing
- Clothing with offensive language or graphics

### Personal Grooming

- Employees should maintain good personal hygiene.
- Hair should be clean and neatly groomed.
- Strong fragrances should be avoided in consideration of others.

### Exceptions

- Special dress days or events, such as “Dress Down Fridays,” are at the discretion of management.
- Reasonable accommodations will be made for religious beliefs or medical reasons.
- Employees whose roles require uniforms or specific safety gear must adhere to those requirements.

### Enforcement

Failure to comply with this policy may result in being sent home to change or further disciplinary action as deemed appropriate by management.

### Policy Review

This policy will be reviewed annually and updated as necessary.

Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

