

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: _____

