

Dress Code Policy Template

1. Purpose

This Dress Code Policy establishes guidelines for appropriate attire to promote a professional, safe, and respectful workplace environment.

2. Scope

This policy applies to all employees, contractors, and interns while performing work-related duties within the company premises or when representing the company.

3. General Guidelines

- Employees should dress in a manner that is neat, clean, and suitable for their job functions.
- Clothing with offensive images, words, or graphics is not permitted.
- Footwear must be safe and appropriate for the workplace.
- Employees should avoid excessively casual attire unless otherwise specified (e.g., company-approved casual days).

4. Unacceptable Attire

- Clothing that is revealing or contains offensive content
- Ripped or excessively worn clothing
- Open-toed shoes in areas where safety is a concern
- Hats or headgear not worn for religious or medical reasons

5. Exceptions

Reasonable accommodations will be made for employees' religious beliefs, cultural customs, or medical requirements, provided these do not create safety hazards.

6. Non-Compliance

Employees found to be in violation of this policy may be asked to leave the workplace to change into appropriate attire. Repeated non-compliance may result in disciplinary action.

7. Policy Review

This policy will be periodically reviewed and updated as necessary by the Human Resources department.

8. Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to comply with the Dress Code Policy.

Employee Name: _____

Signature: _____

Date: _____

