

Title/Description: Dress Code		File Under:
Date:	Applies To:	Approved By:
Date Effective:		Previously Issued:

POLICY STATEMENT:

[Company Name] strives to maintain a workplace environment that is well-functioning and free from unnecessary distractions and annoyances. As part of that effort, [Company Name] requires employees to maintain an appropriate, neat and clean appearance for the workplace setting and for the work being performed. To that end, [Company Name] department heads may determine and then enforce guidelines for appropriate workplace attire and grooming for their certain areas; guidelines may include limiting natural or artificial scents that could be distracting or annoying to other people.

PROCEDURES:

All [Company Name] staff members are expected to present a professional and businesslike image to clients, visitors, customers and the public. An ongoing requirement of employment with [Company Name] is an acceptable personal appearance with proper maintenance of work areas.

Any department-specific workplace attire and grooming guidelines to staff members will be communicated through supervisors during new hire orientation and evaluation periods. Any questions regarding these department guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet these attire and grooming standards set by his/her department supervisor will be subject to corrective action and may be asked to leave the premises to change clothing. Staff members who are paid hourly will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

The [Company Name] identification badge must be worn by all staff members at all times while at work.

SPECIFIC REQUIREMENTS:

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to [Company Name] employees.

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In special circumstances at the discretion of the supervisor, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. However, tight and revealing or any other inappropriate workplace dress is not permitted.

REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS:

[Company Name] recognizes the importance of individually held religious beliefs to persons within its workforce. [Company Name] will, within reason, accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on their religious beliefs should be referred to the Human Resources (HR) Department.

CASUAL DAYS:

Departments that have adopted casual or dress-down days must use the following guidelines to define appropriate casual attire.

Appropriate:

Slacks

- Khakis or corduroys
- Jeans (must be clean, free of rips, tears, fraying; may not be tight or revealing)
- Skorts, capris

Shirts

- Polo collar knit or golf shirts
- Oxford shirts
- Company logo wear
- Short-sleeve blouses or shirts
- Turtlenecks
- Blazers or sport coats

Inappropriate:

- Sweatpants, leggings, exercise wear
- Shorts, low-rise or hip-hugger pants or jeans
- Shirts with writing (other than company logo)
- T-shirts or sweatshirts
- Beachwear
- Sleeveless blouses or shirts
- Exercise wear
- Crop tops, clothing showing midriffs, spaghetti straps

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Shoes

- Boating or deck shoes, moccasins
- Casual, low-heel, open-back shoes (e.g., mules, sling backs)
- Sandals, thongs, flip flops, open-toe shoes
- Athletic shoes, tennis shoes, Croc-like sandals

BUSINESS ATTIRE:

The following guidelines apply to business attire:

- For men, business attire includes a long-sleeved dress shirt, tie, tailored sport coat work with dress trousers (not khakis) and dress shoes.
- For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer and conservative, closed-toe shoes.

ADDRESSING WORKPLACE ATTIRE AND HYGIENE PROBLEMS:

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to the workplace in an inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and then return to work.

If a staff member’s poor hygiene or use of too much perfume/cologne is an issue, the immediate supervisor should discuss the problem with the staff member in private and should point out the specific areas of concern to be corrected. If the problem then persists, supervisors should follow the normal corrective action process.