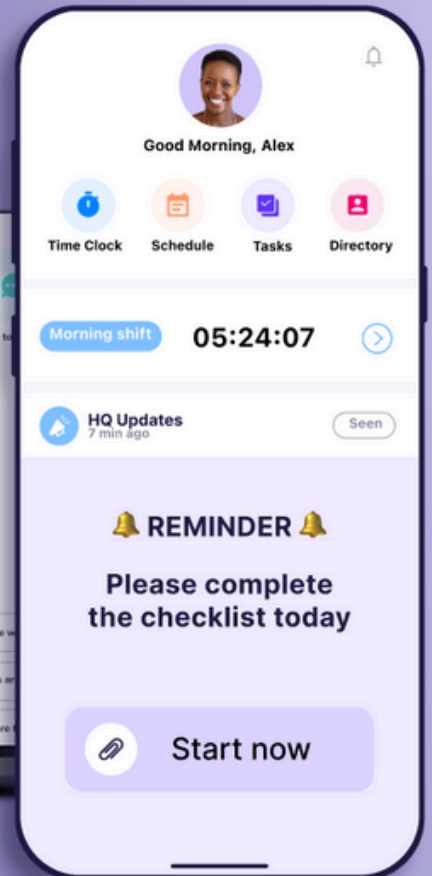


# Dress Code Policy Template

Use our dress code policy template as a starting point to customize yours to fit your business.



A section of [your employee handbook must include](#) a detailed dress code policy so that your employees know how they should dress while working their scheduled shift.

A Dress Code Policy is essential for maintaining a professional and cohesive work environment.

It sets clear expectations for employees regarding appropriate attire, helping to foster a positive company image and ensuring that everyone presents themselves in a manner consistent with the company's values and standards.

Use the template below and adapt it to your company's specific dress code guidelines.

## **[Company Name] Dress Code Policy**

### **Policy Brief & Purpose**

Our dress code company policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors, or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### **Scope**

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

### **Policy Elements**

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
- All clothes must be clean and in good shape. Discernible rips, tears, or holes aren't allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

### **What is Our Dress Code?**

Our company's official dress code is [Business/Business Casual/Smart Casual/Casual].

We may change our dress code in special cases. For example, we may require employees to wear semi-formal attire for an event. In such cases, both male and female employees should wear suits, ties, white shirts, and appropriate shoes. Our company may also introduce [casual Friday], when employees can wear more casual clothing like jeans, simple blouses, and boots. This won't apply if employees are meeting with clients, partners, and other external parties.

An employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

## General Guidelines

- Employees are expected to dress in a manner that is professional and suitable for their role.
- Clothing should be neat, clean, and free of holes, tears, or excessive wear.
- Employees should avoid wearing clothing with offensive language, images, or logos.

## Dress Code Categories

### a. Business Professional

- **For Men:** Suits, dress shirts, ties, dress shoes, and appropriate accessories.
- **For Women:** Suits, dresses, blouses, skirts, dress pants, closed-toe shoes, and appropriate accessories.

### b. Business Casual

- **For Men:** Dress slacks or chinos, collared shirts (including polo shirts), sweaters, dress shoes, or loafers.
- **For Women:** Dress slacks, skirts, blouses, sweaters, dresses, and closed-toe or dress shoes.

### c. Casual

- **For Men and Women:** Jeans (without rips or tears), khakis, casual shirts, blouses, sweaters, and clean athletic shoes or loafers. Casual does not include shorts, flip-flops, or tank tops.

## Specific Guidelines

- **Footwear:** Safety should be considered; closed-toe shoes may be required in certain work areas.
- **Accessories and Jewelry:** Should be professional and not pose a safety risk.
- **Hair and Grooming:** Hair should be clean and neat. Facial hair should be well-groomed.

- **Tattoos and Piercings:** Visible tattoos and piercings should be inoffensive and appropriate for the workplace. Management reserves the right to ask employees to cover tattoos or remove piercings.

## Disciplinary Consequences

When an employee disregards our dress code, their supervisor should reprimand them. The employee should start respecting our dress code immediately. In some cases, supervisors may ask employees to return home to change.

Employees may face more severe consequences, up to and including termination, if:

- Their appearance causes irreparable damage, like the loss of a major client.
- They repeatedly violate our dress code.

## Review and Updates

This policy will be reviewed periodically and may be updated as necessary. Employees will be notified of any changes.

## Contact Information

For any questions or concerns regarding this policy, please contact [HR Department or Contact Person].

**[Company Name]**

**Effective Date: [Insert Date]**

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The Dress Code Policy helps create a professional and respectful workplace environment.

By setting clear guidelines for appropriate attire, the policy ensures that all employees represent the company in a positive manner.

Regular review and adherence to this policy are essential for maintaining consistency and upholding the company's standard.