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[Company/Organization Name]

Effective Date: [Date]

Dress Code Policy

 [Company/Organization Name] believes that professional attire contributes to a positive work environment and enhances the company's image. This policy outlines the guidelines and expectations for appropriate dress and grooming in the workplace.

**General Guidelines:**

1. Professional Appearance: Employees are expected to maintain a professional appearance that is clean, neat, and appropriate for the business environment. Dressing professionally contributes to a positive work atmosphere and reflects positively on the company.
2. Business Casual Dress Code: [Company/Organization Name] follows a business casual dress code policy unless otherwise specified for certain departments or occasions. Business casual attire is defined as professional and presentable clothing that is comfortable, yet appropriate for the workplace.
3. Compliance with Local Laws and Cultural Sensitivities: Employees must comply with local laws and regulations regarding dress codes, as well as cultural sensitivities and customs that may be relevant in the workplace.

**Specific Dress Code Guidelines:**

1. Tops/Shirts:
	* Acceptable: Collared shirts, blouses, sweaters, and tailored tops.
	* Unacceptable: T-shirts, tank tops, crop tops, or shirts with offensive or inappropriate graphics or messages.
2. Bottoms:
	* Acceptable: Slacks, dress pants, skirts, dresses, or tailored trousers.
	* Unacceptable: Shorts, denim jeans, leggings, sweatpants, or excessively tight or revealing attire.
3. Footwear:
	* Acceptable: Closed-toe shoes, loafers, dress shoes, or clean and presentable sneakers (if permitted).
	* Unacceptable: Flip-flops, sandals, beachwear, or athletic shoes (unless for specific job requirements or authorized by management).
4. Accessories:
	* Acceptable: Conservative jewelry, watches, belts, and ties (if applicable).
	* Unacceptable: Excessive or distracting accessories, such as large, noisy jewelry or accessories with offensive symbols or messages.
5. Personal Hygiene and Grooming:
	* Personal hygiene should be maintained at all times, including regular bathing, oral care, and use of deodorant.
	* Hairstyles, facial hair, and grooming practices should be neat, clean, and appropriate for a professional workplace.

**Exceptions and Special Circumstances:**

Certain departments or job roles may have specific dress code requirements due to safety concerns or client interactions. Employees in these roles should adhere to the dress code guidelines established for their specific job function.

**Enforcement and Disciplinary Action:**

Employees are responsible for complying with the dress code policy. Non-compliance may result in corrective action, including verbal warnings, written warnings, or other disciplinary measures, up to and including termination of employment.

**Review and Update:**

This dress code policy will be periodically reviewed to ensure its effectiveness and compliance with applicable laws and regulations. Updates will be made as necessary.

If you have any questions or need clarification on this policy, please contact the Human Resources department.

[Company/Organization Name] appreciates your cooperation in maintaining a professional appearance that reflects positively on the company.

**Employee:**

I have read and understood the Dress Code Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]