

Blank Workplace Dress Code Policy Template

Purpose

This Dress Code Policy is designed to outline the standards of professional appearance expected of employees at [Company Name]. Employees are expected to dress in a manner that is consistent with the values and image of the organization.

Scope

This policy applies to all employees, contractors, interns, and visitors at [Company Name] locations.

Policy Guidelines

- Employees must maintain a neat and clean appearance at all times.
- Clothing should be appropriate for the work environment and in good condition.
- Specific dress requirements may be designated by department or management as needed.
- Footwear must be safe and suitable for the assigned work area.
- Clothing containing offensive symbols, language, or graphics is not permitted.

Exceptions

Reasonable accommodations may be made for religious, cultural, or medical reasons. Requests should be submitted to Human Resources.

Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination.

Review

This policy will be reviewed annually and may be updated at the discretion of management.

Approved by: _____

Date: _____