

# Business Attire Policy Framework

*This policy framework is a sample outline for an organization's guidelines on business attire. All sections are provided as a template and should be customized according to the specific requirements of your organization.*

## 1. Purpose

State the objective of the business attire policy, such as promoting a professional image and establishing expectations for appropriate dress in the workplace.

## 2. Scope

Define whom the policy applies to (e.g., all employees, contractors, interns) and where (e.g., office premises, meetings with clients).

## 3. Policy Statement

Summarize the expected standards for employee dress and appearance during work hours and at work-related events.

## 4. Guidelines

### 1. Acceptable Attire:

- Describe types of clothing that are considered appropriate (e.g., suits, dress shirts, trousers, skirts, closed-toe shoes).

### 2. Unacceptable Attire:

- List clothing items or styles that are not acceptable (e.g., athletic wear, ripped jeans, flip-flops).

### 3. Exceptions:

- Note any situations where dress codes may be relaxed (e.g., casual Fridays, field work, remote work).

### 4. Religious and Cultural Considerations:

- Include allowances for attire related to religious or cultural observance.

## 5. Responsibilities

Outline the responsibilities of employees and managers in adhering to and enforcing the policy.

## 6. Policy Enforcement

Describe the process for handling violations, including steps for corrective action.

## 7. Policy Review

Indicate how often this policy will be reviewed, and by whom.

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*[End of sample framework]*

