Employee Attire Guidelines

1. Purpose

This document provides guidelines for appropriate employee attire within the organization. The aim is to establish standards that reflect professionalism and uphold our company's values.

2. Scope

These guidelines apply to all employees of [Company Name] at all locations.

3. General Guidelines

- Employees are expected to dress in a manner that is professional and suitable for the workplace.
- Clothing should be clean, well-maintained, and appropriately fitted.
- Avoid attire with offensive graphics or language.
- Maintain a neat and tidy appearance at all times.

4. Attire Examples

- Examples of acceptable attire include: [Insert as appropriate for your organization, e.g., business casual, uniforms, safety wear]
- Examples of unacceptable attire include: [Insert as appropriate, e.g., ripped jeans, flip-flops, etc.]

5. Exceptions

Exceptions to these guidelines may be made for religious, cultural, or medical reasons. Please contact Human Resources for accommodation requests.

6. Non-Compliance

Failure to adhere to these guidelines may result in corrective action as outlined in the Employee Handbook.

7. Acknowledgement

I acknowledge that I have read and understood the Employee Attire Guidelines.

Employee Name: _____

Signature: _____

Date: _____