

Business Casual Dress Code Policy

Effective Date: [Insert Date]

Applies To: All employees

Purpose

The purpose of this policy is to outline acceptable standards of dress under our business casual dress code, ensuring a professional and comfortable work environment.

Policy Guidelines

Employees are expected to present a professional image at all times. The following guidelines apply to business casual dress:

- **Tops:** Collared shirts, blouses, sweaters, and polo shirts.
- **Bottoms:** Dress pants, khakis, or skirts of appropriate length.
- **Dresses:** Business-appropriate dresses are permitted.
- **Shoes:** Closed-toe shoes, loafers, flats, or dress boots.
- **Accessories:** Should be professional and not distracting.

Unacceptable Clothing

- T-shirts, tank tops, or clothing with large logos or slogans
- Jeans, shorts, sweatpants, leggings, or athletic wear
- Flip-flops, sandals, or casual sneakers
- Revealing or excessively tight clothing
- Hats or headwear (unless for religious or medical reasons)

Exceptions

Occasional dress down days, company events, or specific job roles may have modified dress requirements as approved by management.

Non-Compliance

Employees who do not adhere to this policy may be asked to return home to change into appropriate attire and may be subject to disciplinary action.

Questions

For questions regarding this policy, please contact Human Resources.