

Casual Workplace Attire Policy

Effective Date: [Date]

Reviewed: [Date]

Purpose

This policy sets guidelines for appropriate casual attire in the workplace to ensure a comfortable, professional, and respectful environment.

Scope

This policy applies to all employees, contractors, and interns working on company premises or representing the company virtually.

Policy Details

Acceptable Attire

- Neat, clean jeans or trousers
- Casual dresses and skirts of appropriate length
- Polo shirts, blouses, sweaters, or casual tops
- Closed-toe shoes, clean sneakers, or loafers

Unacceptable Attire

- Clothing with offensive or inappropriate text/images
- Ripped, torn, or overly distressed clothing
- Beachwear, athletic shorts, tank tops, or flip-flops
- Overly revealing attire

Exceptions

Business attire may be required for meetings with clients, external partners, or as specified by management.

Enforcement

Supervisors are responsible for ensuring compliance. Employees who violate the policy may be asked to return home and change, and repeated violations may result in further action.

Contact

For questions regarding this policy, please contact Human Resources at [Contact Information].