

Employee Uniform Dress Code Guidelines

Effective Date: _____

1. Purpose

To establish a clear and consistent standard for employee attire in order to promote a professional work environment and positive organizational image.

2. Scope

These guidelines apply to all employees, contractors, and interns while on company premises or representing the company.

3. General Guidelines

- Uniforms must be clean, pressed, and in good condition at all times.
- Clothing must fit appropriately and be worn as intended.
- Employees are responsible for maintaining the issued uniforms.
- Personal hygiene must be observed at all times.

4. Acceptable Attire

Uniform Item	Description	Notes
Shirt/Top	Company-issued or approved top with logo	Tucked in (if applicable)
Pants/Skirt	Black/navy slacks, skirt, or approved trousers	Proper length, no rips or tears
Shoes	Closed-toe, professional shoes	No sandals or flip-flops
Accessories	Minimal, professional appearance	No large logos or bright colors

5. Unacceptable Attire

- Torn or stained uniform pieces
- Non-company hats or headwear (except for religious/medical reasons)
- Open-toed footwear or athletic shoes
- Excessive jewelry or visible body piercings
- Clothing with non-company slogans or logos

6. Special Circumstances

- Dress code exceptions for medical, religious, or cultural reasons may be requested through HR.
- Designated "Casual Days" will be communicated in advance.

7. Policy Enforcement

- Supervisors are responsible for ensuring compliance.
- Failure to adhere to the dress code may result in disciplinary action.

8. Acknowledgement

I have read, understood, and agree to comply with the Employee Uniform Dress Code Guidelines.

Name: _____ Signature: _____ Date: _____