

# Formal Attire Policy for Employees

## 1. Purpose

This policy outlines the standard of formal attire expected from all employees to ensure a professional environment and promote the company's image.

## 2. Scope

This policy applies to all employees, interns, and contractors working at or representing the company in an official capacity.

## 3. Policy Details

### 3.1 Acceptable Attire

- Business suits, dress shirts/blouses, and formal pants or skirts
- Blazers, cardigans, and conservative dresses
- Ties, scarves, and other professional accessories (optional unless specified)
- Formal, closed-toe shoes

### 3.2 Unacceptable Attire

- Jeans, t-shirts, and casual wear
- Sneakers, sandals, flip-flops
- Clothing with offensive or inappropriate messages
- Excessively revealing or ripped clothing

### 3.3 Grooming

- Hair should be clean and neatly styled
- Beards and moustaches must be well-groomed
- Personal hygiene should be maintained at all times

## 4. Exceptions

Exceptions may be made for medical, religious, or cultural reasons, subject to prior approval from Human Resources.

## 5. Non-Compliance

Non-compliance with this policy may result in disciplinary action in accordance with the company's standard procedures.

## 6. Policy Review

This policy will be reviewed annually and updated as needed to ensure ongoing relevance and compliance.