

# Professional Office Dress Code Policy

**Effective Date:** \_\_\_\_\_

**Reviewed:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

## 1. Purpose

This policy outlines the dress code expectations for all employees to ensure a professional and respectful office environment.

## 2. Scope

This policy applies to all employees, contractors, and interns working within the company's office premises.

## 3. General Guidelines

- Attire should be clean, neat, and professional at all times.
- Clothing must be appropriate for a business office setting.
- Employees should maintain good personal hygiene and grooming.

## 4. Acceptable Attire

- Business suits, blazers, dress pants, and skirts
- Collared shirts, dress blouses, sweaters
- Professional dresses
- Closed-toe dress shoes
- Company-branded attire (on designated days)

## 5. Unacceptable Attire

- Casual clothing such as jeans, shorts, t-shirts, hats, or flip-flops
- Clothing with offensive images, slogans, or language
- Revealing or excessively tight clothing
- Athletic wear, workout attire, or loungewear

## 6. Special Accommodations

Reasonable accommodations will be made for religious, cultural, or medical reasons. Employees should contact HR for accommodation requests.

## 7. Non-Compliance

1. Employees in violation of this policy may be required to return home to change.
2. Repeated violations may result in disciplinary action, up to and including termination.

## 8. Review and Updates

This policy will be reviewed annually and updated as necessary.

### Employee Acknowledgment

I have received and reviewed the Professional Office Dress Code Policy.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_