

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: _____