

Retail Store Employee Dress Code Framework

Purpose: To outline standards for employee appearance to ensure professionalism, safety, and a positive customer experience.

1. General Appearance

- Employees must arrive to work clean and well-groomed.
- Clothing should be neat, pressed, and free of rips or holes.
- Hair must be tidy and pulled back if it extends past shoulders.

2. Acceptable Attire

- Store-issued shirt or approved solid-color top.
- Slacks, khakis, or clean, untorn jeans in approved colors.
- Closed-toe, non-slip shoes are required at all times.
- Minimal, non-distracting jewelry and accessories.

3. Prohibited Items

- Flip-flops, sandals, or open-toed shoes.
- Graphic tees, tank tops, or sleeveless shirts.
- Shorts, mini-skirts, ripped or frayed clothing.
- Offensive logos, slogans, or images on attire.

4. Personal Hygiene & Grooming

- Frequent handwashing is encouraged.
- Use of perfumes or fragrances should be minimal.
- Visible tattoos must comply with store policy.
- Facial hair, if worn, must be neatly trimmed.

5. Uniform & Badge

- Employee name badges must be visibly worn at all times.
- Uniforms should be clean and in good condition.

Policy Enforcement

Managers are responsible for monitoring compliance. Violations may result in employees being sent home to change and/or disciplinary action.

Questions & Exceptions

Requests for exceptions due to medical, religious, or cultural reasons should be directed to Human Resources.