

Workplace Dress Code Policy

Policy Number: _____

Effective Date: _____

Approved By: _____

1. Purpose

The purpose of this policy is to provide guidelines on appropriate workplace attire for all employees.

2. Scope

This policy applies to all employees, contractors, and visitors at Company Name.

3. Policy Guidelines

- Employees are expected to dress appropriately for their roles and responsibilities.
- The following attire is considered acceptable: _____
- The following attire is not permitted: _____
- Exceptions to this policy may be made for medical, religious, or other reasons as approved by HR.

4. Responsibilities

- Managers and supervisors are responsible for enforcing this policy.
- Employees are responsible for adhering to the guidelines outlined in this policy.

5. Non-Compliance

Non-compliance with this policy may result in disciplinary action, up to and including termination.

6. Questions

Any questions about this policy should be directed to the Human Resources Department.

Signature: _____

Date: _____