

Casual Friday Policy Template

Purpose

The purpose of this policy is to outline the guidelines for “Casual Friday” within [Company Name], allowing employees the opportunity to dress in more casual attire while maintaining a professional and respectful workplace environment.

Scope

This policy applies to all employees at [Company Name] unless otherwise specified by management or department heads.

Policy Guidelines

- Employees may wear casual attire each Friday unless otherwise notified.
- Clothing should be neat, clean, and free of holes, rips, or offensive images/messages.
- Acceptable clothing includes: jeans, casual slacks, polo shirts, blouses, and clean sneakers.
- Unacceptable clothing includes: flip-flops, athletic wear, tank tops, overly revealing clothing, and clothing with offensive language or graphics.
- Employees interacting with clients, customers, or external visitors should maintain appropriate business casual attire as required by their roles.

Responsibilities

- Employees are responsible for ensuring their attire meets the above guidelines.
- Supervisors and managers are responsible for enforcing this policy and addressing violations if necessary.

Policy Violations

Employees not adhering to this policy may be asked to return home to change or may face disciplinary action as outlined in the employee handbook.

Exceptions

Exceptions may be made for medical, religious, or other reasons at the discretion of management.

Policy Review

This policy will be reviewed annually and may be updated as necessary.

Effective Date

This policy is effective as of [Effective Date].