

# Corporate Attire Policy Template

## 1. Purpose

The purpose of this Corporate Attire Policy is to establish guidelines for appropriate dress and appearance to ensure a professional, safe, and productive workplace environment.

## 2. Scope

This policy applies to all employees, interns, and contractors who represent the company at any of its offices, client sites, or company-sponsored events.

## 3. Policy Guidelines

- 1. General Attire:** Employees are expected to maintain a clean, neat, and professional appearance at all times.
- 2. Acceptable Attire:** Business casual attire is required unless otherwise specified. This includes, but is not limited to:
  - Collared shirts or blouses
  - Dress pants, khakis, or skirts
  - Dresses of appropriate length
  - Closed-toe shoes
- 3. Unacceptable Attire:** The following are not permitted:
  - T-shirts with graphics or offensive language
  - Ripped or torn clothing
  - Sweatpants, leggings (unless covered by a dress or tunic), or athletic wear
  - Flip-flops or sandals
  - Excessively revealing or distracting clothing
- 4. Exceptions:** Casual attire may be allowed on designated days or for specific events as authorized by management.
- 5. Personal Grooming:** Good hygiene and grooming are required, including clean clothing, trimmed nails, and tidy hair.

## 4. Non-Compliance

Failure to comply with this policy may result in being asked to leave the workplace to change attire and/or disciplinary action in accordance with company procedures.

## 5. Questions

For questions or clarifications regarding this policy, please contact the Human Resources Department.

## 6. Acknowledgement

By working at this company, employees acknowledge receipt and understanding of this Corporate Attire Policy.

