

# Dress Code Guidelines

*This document outlines the organization's dress code standards. Please review and follow these guidelines to maintain a professional environment.*

## 1. General Standards

- Attire should be appropriate for a professional setting.
- Clothing must be clean, neat, and in good condition.
- Accessories should be modest and not disruptive.

## 2. Acceptable Attire

- Business casual wear (such as collared shirts, blouses, dress pants, skirts).
- Closed-toe shoes or professional footwear.
- Company-issued uniforms, if applicable.

## 3. Unacceptable Attire

- Clothing with offensive graphics or language.
- Ripped, torn, or revealing clothing.
- Flip-flops or beach sandals.
- Hats or caps (unless for medical or religious reasons).

## 4. Special Considerations

- Dress code exceptions may be made for religious or medical needs.
- Casual dress days and special events will be communicated in advance.

## 5. Enforcement

1. Supervisors will address violations promptly.
2. Repeated violations may result in further action per company policy.

## 6. Acknowledgement

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_