

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:** _____