

Employee Attire Policy

Purpose

This Employee Attire Policy establishes guidelines for appropriate dress and appearance to ensure a professional work environment.

Scope

This policy applies to all employees, interns, and contractors representing the company during business hours or at work-related events.

Policy Guidelines

1. General Appearance

- Clothing must be neat, clean, and in good condition.
- Personal grooming and hygiene must be maintained at all times.

2. Acceptable Attire

- Business casual attire is required unless otherwise specified.
- Polo shirts, blouses, dress shirts, khakis, dress pants, skirts, and dresses are permitted.
- Company-branded attire may be worn on designated days.

3. Unacceptable Attire

- Ripped or stained clothing, shorts, flip-flops, and athletic wear are not permitted.
- Clothing with offensive images or language is strictly prohibited.
- Excessively casual clothing such as sweatpants or hats (unless for religious/medical reasons) is not allowed.

Exceptions

Reasonable accommodations will be made for religious, cultural, or medical reasons. Please contact Human Resources for requests.

Non-Compliance

Employees not adhering to the attire policy may be asked to leave and return in appropriate attire. Repeated violations may lead to disciplinary action.

Policy Review

This policy will be reviewed annually and updated as necessary.