

Office Dress Standards Policy

Document Version: _____

Effective Date: _____

1. Purpose

This policy aims to define the expected standards of dress and appearance for all employees to ensure a consistent and professional image in the workplace.

2. Scope

This policy applies to all employees, contractors, and temporary staff working at or representing [Company Name].

3. General Guidelines

- Employees are expected to dress in a professional, neat, and clean manner at all times.
- The required attire is **business casual** unless otherwise specified.
- Clothing should be free of offensive images or language.
- Personal grooming and hygiene standards should be maintained.

4. Acceptable Attire

- Collared shirts, blouses, sweaters
- Dress slacks, trousers, skirts (knee-length or longer)
- Closed-toe shoes, loafers, dress shoes
- Company-branded apparel (where appropriate)

5. Unacceptable Attire

- Ripped, torn, or excessively casual clothing (e.g., t-shirts with slogans, tank tops, shorts)
- Flip-flops, sandals
- Hats or headwear not worn for religious or medical reasons
- Revealing or transparent clothing

6. Special Circumstances

If an employee requires modifications to the dress code for religious, cultural, or medical reasons, they should discuss this with Human Resources to explore reasonable accommodations.

7. Policy Violations

Failure to comply with this policy may result in disciplinary action up to and including termination of employment. Inappropriate attire may require employees to return home and change before resuming work.

8. Questions & Amendments

For any questions concerning this policy, please contact Human Resources. [Company Name] reserves the right to amend this policy at any time.

Approved by: _____ Date: _____