

# Professional Appearance Policy

**Effective Date:** [Insert Date]

**Approved by:** [Insert Company/Authority]

## 1. Purpose

This policy establishes guidelines for maintaining a professional appearance in the workplace to promote a positive image and environment for all employees, clients, and visitors.

## 2. Scope

This policy applies to all employees, contractors, and temporary staff while on company premises or representing the company externally.

## 3. General Guidelines

- Employees are expected to dress in a manner that is neat, clean, and appropriate for their role.
- Clothing should adhere to the standards set by the company and comply with health and safety requirements.
- Hygiene should be maintained at all times.

## 4. Acceptable Attire

- Business casual attire is required unless otherwise specified.
- Uniforms or specific dress codes may apply based on department.
- Appropriate work shoes must be worn.

## 5. Unacceptable Attire

- Apparel with offensive or inappropriate language or graphics.
- Ripped or excessively worn clothing.
- Clothing that is revealing or not suitable for the workplace.
- Inappropriate footwear such as flip-flops or slippers.

## 6. Grooming Standards

- Personal hygiene must be maintained.
- Hair should be clean and neatly styled.
- Facial hair should be groomed.

## 7. Exceptions

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

## 8. Policy Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## **9. Acknowledgement**

I acknowledge that I have read and understood the Professional Appearance Policy.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_