

# Workplace Dress Code Policy

## 1. Purpose

This policy outlines the standards for workplace attire to ensure a professional and comfortable environment for all employees.

## 2. Scope

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

## 3. General Guidelines

- Employees are expected to dress in appropriate business attire unless specified otherwise.
- Clothing should be clean, pressed, and in good condition.
- Personal grooming and hygiene should be maintained at all times.

## 4. Acceptable Attire

- Business casual attire is acceptable unless otherwise required for safety or customer-facing roles.
- Examples include dress pants, skirts, collared shirts, blouses, and closed-toe shoes.
- Casual Fridays: Neat jeans and appropriate casual shirts are allowed.

## 5. Unacceptable Attire

- Clothing with offensive images or language.
- Ripped or excessively worn clothing.
- Flip-flops, athletic wear, and tank tops (unless part of a designated event).
- Overly revealing attire.

## 6. Religious and Cultural Attire

The company respects the right of employees to wear attire required by their religious or cultural beliefs.

## 7. Exceptions

Exceptions may be made for medical reasons or for company events. Please contact HR for clarification or approval.

## 8. Enforcement

- Failure to comply with this policy may result in being sent home to change and/or disciplinary action.
- Repeated violations may lead to further disciplinary measures.

## **9. Review**

This policy will be reviewed periodically and updated as necessary.