

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.