

# DRESS CODE POLICY

It is important to [Company Name] that employees present themselves in an overall professional manner. Part of this professionalism is the requirement to maintain an appropriate and acceptable appearance that is clean and neat and does not distract from the work that is being performed. Guidelines and requirements are outlined below for appropriate attire, grooming and hygiene, acceptable jewelry and accessories and all other policy terms as deemed necessary to address.

## **POLICY**

As a requirement of employment at [Company Name], it is expected that all employees adhere to this policy and present an overall professional image and acceptable personal appearance outlined with the specifics below:

## **REQUIREMENTS**

[List all specific requirements here. Include attire details per job, the position's description and duty, grooming and hygiene standards, overall dress and specified descriptions of attire and possible situations in which changes may be considered (e.g., changing seasons, casual days, etc.).]

### **Appropriate**

[List all appropriate attire here. For example, if jeans are acceptable, specify if they must be in good condition and free from any fraying or rips. Include all items of apparel like shoes, pants, shirts, jewelry, accessories, hats and so on.]

### **Inappropriate**

[List all inappropriate attire here, for example, exercise pants, length of shorts or skirts that are shorter than a certain measurement, sleeveless shirts, and so on.]

## **ACCOMMODATION**

[Company Name] will take into consideration any necessary accommodation to attire or appearance due to religious beliefs, health issues, or other circumstance by directing

those requesting a dress code policy accommodation to a direct supervisor or the human resources department.

### **DISCIPLINARY ACTION FOR BREAKING DRESS CODE POLICY**

[Company Name] holds the right to terminate employment if an employee does not uphold the requirements of the policy, as listed above. The following steps will be taken in the disciplinary process.

1. **Verbal Warning.** If an employee fails to uphold the requirements as listed within this dress code policy, a verbal warning will be given and recorded for a first-time offense.
2. **Written Warning.** For a second offense, a written warning will be given and recorded.
3. **Termination of Employment.** The employee will be terminated if the dress code policy has been blatantly ignored and defied or if they have previously received a verbal and written warning and failed to make the changes necessary to comply with the outlined policy.

This dress code policy is presented to [Employee Name] to uphold the professional appearance [Company Name] requires. Failure to follow the outlined policy will result in the disciplinary actions stated above.

By signing, I, [Employee Name], agree to adhere to all rules, guidelines and requirements as stated in this policy.

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee's Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Date\_\_\_\_\_