DRESS CODE POLICY

# OBJECTIVE:

[Company Name] requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. This is in order to maintain a workplace environment that is well functioning and free from unnecessary distractions. As a result, [Company Name] department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

# PROCEDURES:

All [Company Name] staff members are expected to present a professional image to customers, visitors and the public.

Supervisors should communicate any workplace specific attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department’s guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action.

(Complete table below as necessary)

|  |  |
| --- | --- |
| APPROPRIATE | INAPPROPRIATE |
| Pants | |
| * Black/ navy trousers * Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) | * Ripped Jeans * Exercise clothing * Tights * Shorts |
| Shirts | |
| * Polo collar shirt * Company logo wear * Short/long sleeve blouse * Blazer or sports coat/jacket * Sweater | * Shirt with offensive slogans * T-shirts * Beach attire * Sleeveless blouse * Exercise wear * Revealing tops * Crop, strapless |
| Shoes | |
| * Plane coloured flats * Low heal, open-back heels * Boating or deck shoes | * Sports shoes * Sandals, thongs, flip flops * Crocs |

# ADDRESSING WORKPLACE ATTIRE AND HYGIENE ISSUES:

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor.

If a staff member’s dress or poor hygiene is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.