

# Dress Code Guidelines Form

## Employee Details

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

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

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

## Dress Code Policy

All employees must adhere to the following guidelines to ensure a professional work environment:

- Shirts: Dress shirts, Polo shirts, Button-down shirts, Sweaters or cardigans, Blazers or sport coats, Shirts with the company branding
- Pants: Khakis or dress pants, Jeans with no rips or tears, Shorts that are at or below knee length
- Shoes: Dress shoes, Loafers or other closed-toe, professional shoes

## Employee Acknowledgement

By signing below, I acknowledge that I have read and understand the dress code guidelines. I agree to adhere to this policy and understand that failure to do so may result in disciplinary action.

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

- Signature of Employee: \_\_\_\_\_