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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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