DRESS CODE AND PROFESSIONAL APPEARANCE POLICY

**Fictional Non Existent LLC**

*Policy Number: HR-DRS-001*

*Effective Date: January 1, 2025 | Last Revised: January 1, 2025*

# 1. Purpose

This policy establishes standards for professional appearance and dress at Fictional Non Existent LLC. Our goal is to maintain a professional work environment that reflects positively on our company while respecting individual expression and comfort. This policy ensures that all employees present themselves in a manner appropriate for their role, work environment, and interactions with clients and colleagues.

# 2. Scope

This policy applies to all employees, contractors, and temporary staff working on company premises or representing the company at external events, client meetings, or business functions. Remote employees should follow these guidelines when participating in video conferences or attending in-person meetings.

# 3. General Appearance Guidelines

All employees are expected to maintain a professional appearance that includes:

* Clean, neat, and well-maintained clothing appropriate for the work environment
* Good personal hygiene and grooming
* Clothing free from offensive graphics, language, or imagery
* Attire that is appropriate for the type of work being performed
* Adherence to safety requirements specific to your role or department

# 4. Dress Code Categories

Fictional Non Existent LLC recognizes different dress code standards based on job function, work environment, and client interaction. The following categories outline expectations for various roles:

## 4.1 Business Professional

**Applicable to:** Executive leadership, client-facing roles, external meetings, formal presentations

**Acceptable Attire:**

* **For all genders:** Business suits, blazers with dress pants or skirts, dress shirts, blouses, ties (optional), dress shoes
* Conservative colors and patterns
* Professional closed-toe shoes (heels optional)
* Minimal, professional accessories

**Not Acceptable:**

* Jeans, shorts, or athletic wear
* T-shirts, tank tops, or casual shirts
* Sneakers, sandals, or flip-flops
* Overly casual or revealing clothing

## 4.2 Business Casual

**Applicable to:** Most office-based roles, internal meetings, day-to-day operations

**Acceptable Attire:**

* Collared shirts, blouses, sweaters, cardigans
* Dress pants, khakis, chinos, skirts, or dresses
* Dark, well-maintained jeans (Fridays only or as specified by department)
* Loafers, dress shoes, flats, boots, or clean professional sneakers
* Blazers or sport coats (optional)

**Not Acceptable:**

* Ripped, torn, or excessively distressed jeans
* Shorts, sweatpants, or athletic wear
* Flip-flops, beach sandals, or slippers
* Tank tops, halter tops, or spaghetti straps
* Clothing with offensive or inappropriate graphics/text

## 4.3 Smart Casual

**Applicable to:** Creative roles, technology teams, minimal client interaction

**Acceptable Attire:**

* Jeans (clean and in good condition)
* Casual pants, khakis, or skirts
* T-shirts, polo shirts, casual blouses, or casual button-downs
* Sweaters, hoodies, or casual jackets
* Sneakers, boots, loafers, or casual shoes

**Not Acceptable:**

* Excessively ripped or torn clothing
* Shorts shorter than mid-thigh
* Sleepwear or pajama-style clothing
* Offensive graphics, profanity, or controversial messaging
* Excessively revealing or inappropriate attire

## 4.4 Safety and Specialized Attire

**Applicable to:** Warehouse, maintenance, field operations, laboratory, or roles requiring PPE

Employees in these roles must adhere to department-specific safety dress codes, which may include:

* Steel-toed boots or safety shoes
* High-visibility clothing or uniforms
* Hard hats, safety glasses, gloves, or other PPE
* Long pants and closed-toe shoes
* Adherence to OSHA and company safety requirements

Safety requirements always take precedence over other dress code standards. Employees should consult with their supervisor and safety coordinator for specific requirements.

# 5. Specific Appearance Guidelines

## 5.1 Grooming and Hygiene

All employees should maintain good personal hygiene, including:

* Regular bathing and use of deodorant
* Clean, well-maintained hair
* Neatly trimmed facial hair (if applicable)
* Clean, trimmed nails
* Minimal or no fragrance (to accommodate sensitivities)

## 5.2 Jewelry and Accessories

Jewelry and accessories should be:

* Professional and not distracting
* Safe and appropriate for the work environment
* Removed or secured if they pose a safety hazard

Excessive or overly flashy jewelry that creates noise or distraction should be avoided in professional settings.

## 5.3 Tattoos and Body Modifications

Fictional Non Existent LLC respects personal expression through tattoos and body modifications. Visible tattoos are generally acceptable unless they contain offensive, discriminatory, or inappropriate imagery or text. Employees in client-facing or executive roles may be asked to cover tattoos during specific business functions at management's discretion.

## 5.4 Hair and Hairstyles

All hair colors and styles are acceptable provided they are neat, clean, and professionally maintained. Hair should not interfere with job duties or safety requirements. In safety-sensitive roles, long hair must be secured appropriately.

## 5.5 Footwear

Appropriate footwear depends on dress code category:

* Shoes must be clean and in good repair
* Open-toed shoes are acceptable in office settings but not in safety-sensitive areas
* Flip-flops and beach sandals are not permitted
* Safety footwear is required where specified by department

# 6. Special Situations

## 6.1 Casual Fridays

Unless otherwise scheduled for client meetings or important presentations, employees may dress one level more casually on Fridays. Business Professional employees may dress Business Casual, and Business Casual employees may dress Smart Casual. The general appearance guidelines in Section 3 still apply.

## 6.2 Client Meetings and External Events

When meeting with clients, attending conferences, or representing the company at external events, all employees should dress at least at the Business Casual level, unless otherwise specified by their supervisor. When in doubt, it is better to be slightly overdressed than underdressed.

## 6.3 Video Conferences and Remote Work

Remote employees participating in video conferences should dress appropriately from the waist up at minimum, following their assigned dress code category. For internal team meetings, Business Casual or Smart Casual is typically appropriate. For client-facing video calls, Business Professional or Business Casual is expected.

## 6.4 Company-Branded Attire

Company-branded clothing (polo shirts, t-shirts, jackets) may be worn on Casual Fridays or during company events. When wearing company-branded attire, employees are representing the organization and should ensure their overall appearance remains professional.

## 6.5 Religious and Cultural Accommodations

Fictional Non Existent LLC respects religious and cultural dress practices. Employees who require accommodations for religious or cultural reasons should contact Human Resources to discuss appropriate arrangements. The company will work to provide reasonable accommodations that do not impose undue hardship or compromise safety requirements.

# 7. Weather and Temperature Considerations

The company recognizes that seasonal weather and building temperature can affect comfort. Employees may layer clothing appropriately (sweaters, cardigans, blazers) to accommodate temperature preferences while maintaining professional appearance standards. During extreme weather conditions, supervisors may temporarily relax certain dress code requirements at their discretion.

# 8. Policy Enforcement and Non-Compliance

Supervisors and managers are responsible for ensuring employees understand and comply with dress code standards. If an employee's appearance does not meet policy standards:

* **First occurrence:** The supervisor will have a private conversation with the employee to clarify expectations
* **Second occurrence:** A verbal warning will be issued and documented
* **Continued non-compliance:** Progressive disciplinary action up to and including termination
* **Egregious violations:** Employee may be sent home to change and will not be paid for time away from work

All dress code concerns will be addressed professionally and privately to protect employee dignity.

# 9. Questions and Clarifications

If you are uncertain whether specific attire is appropriate for your role, consult with your supervisor or Human Resources before wearing it to work. It is always better to ask in advance than to violate the dress code. Human Resources is available to provide guidance and answer questions about this policy.

# 10. Contact Information

Questions regarding this dress code policy should be directed to the Human Resources Department at hr@fictionalnonexistent.com or extension 5100.

# 11. Policy Acknowledgment

By signing below, I acknowledge that I have received, read, and understand the Dress Code and Professional Appearance Policy. I agree to comply with all standards and guidelines outlined in this policy.

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Employee Signature

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Print Name

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Date