

Dress and Grooming Standards

{undefined} strives to maintain a professional atmosphere that is conducive to our business environment, contributes to the morale of all employees, and projects an image of efficiency and professionalism to {visitors_customers_clients_vendors_the public}. Employees are relied on to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions, which may include {concernsRegarding SafetyInteractionsWithClientsCustomers} and accurately representing our organization's image to the public.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and [will/may] be asked to go home and return to work appropriately dressed. [In such a case, the employee will not be compensated for time spent away from work.] Employees who disregard this policy and its standards will be subject to discipline.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to the employee's {supervisor}.

[Uniforms

Employees in certain job classifications are required to wear uniforms [bearing the organization's logo, which will be provided by {undefined} consisting of[white shirts/black pants/blue shirts/khaki pants]]. These employees are expected to report to work in uniforms that are clean and neat.]

[General Guidelines

Our office maintains a {businessCasual} environment, but some clothing and grooming guidelines should be observed. Below are general guidelines outlining examples of acceptable and unacceptable workplace attire. This list may differ for different [departments/business units], so employees with questions about appropriate workplace attire shoulSupervisor their [supervisor/department head/Human Resources representative].

Since it is impossible to list every type of clothing, this list is only intended as guidance and should not be considered a complete list.

- Appropriate clothing for our work environment includes:
 - [business suits];
 - [sport jackets];
 - [pants];
 - [sweaters and blouses];
 - [dresses]; and
 - [dress shoes].
- Clothing items that are not appropriate to our work environment include:
 - [jeans];
 - [shorts];
 - [T-shirts];
 - [track suits or sweat suits];

- [sweatshirts];
- [sleeveless tops];
- [midriff-baring tops];
- [baseball caps/hats/knit caps];
- [visible body or face piercings (other than ear piercings) and visible tattoos];
- [open-toed shoes]; and
- [sneakers].]

[Fragrance-Free Workplace]

In consideration of employees, clients, or other visitors to our office who may have sensitivities or allergies to various fragrances or scented products, {undefined} maintains a fragrance-free workplace. This means employees should refrain from wearing fragrant products in the workplace that others can smell, such as perfumes, colognes, powders, scented body lotions, and similar products. Scented products such as candles, potpourri, scented oils, and similar products are also prohibited in the workplace.]

[Request for Reasonable Accommodation]

Any employee that requires a reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, state, or local laws shouldSupervisor their [supervisor/department head/Human Resources representative]. Reasonable accommodation will be granted unless it would cause an undue hardship on {undefined} .]

[No Retaliation]

[EMPLOYER NAME] prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting a reasonable accommodation for grounds protected by federal, state, or local law.]

Administration of This Policy

[{undefined} expressly reserves the right to change, modify, or delete the provisions of this Dress Code and Grooming Policy without notice.]

The {d.departmentName} Department is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about appropriate workplace attire that are not addressed in this policy, please contact the {d.departmentName} Department.

[Employees Covered Under a Collective Bargaining Agreement]

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with {undefined} [Employees should consult the terms of their collective bargaining agreement/Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with {undefined} , employees should refer to the specific terms of the collective bargaining agreement, which will control].]

[Conduct Not Prohibited by This Policy]

This policy is not intended to prevent or discourage employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

[Acknowledgment of Receipt and Review

[I, _____ (employee name), acknowledge that on _____ (date), I received a copy of {undefined}'s [NAME OF POLICY] and that I read it, understood it, and agree to comply with it. I understand that {undefined} has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time [with or without notice]. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes to this policy can only be made if approved in writing by the [POSITION] of [EMPLOYER NAME]. I also understand that any delay or failure by [EMPLOYER NAME] to enforce any work policy or rule will not constitute a waiver of [EMPLOYER NAME]'s right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized {undefined} representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized {undefined} representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

OR

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of {undefined}'s [NAME OF POLICY][, dated {d.date}] and understand that it is my responsibility to be familiar with and abide by its terms. [I understand that the information in this policy is intended to help [EMPLOYER NAME]'s employees to work together effectively on assigned job responsibilities.] This policy is not promissory and does not set terms or conditions of employment or create an employment contract.]

[signature page follows]

Signature

Printed Name

Date]