**DRESS CODE POLICY**

**POLICY BRIEF AND PURPOSE**

The [business name] dress code policy is intended to ensure that we all present a professional image to our customers and coworkers. Our appearance speaks volumes about us and our organization. The goal is to preserve a positive image while avoiding offending consumers, clients, or coworkers.

**SCOPE**

Employees who are on the company's regular payroll are subject to the dress code policy. The dress code guideline should be followed both at the office and when personnel are away on company business, such as client meetings, conferences, training programs, or business functions.

**POLICY ELEMENTS**

The company requires employees to portray themselves as reputable, trustworthy, and knowledgeable specialists to clients. Because your look has a psychological impact on the people you interact with. As a result, it is critical that clients feel comfortable seeking feedback, direction, and professional services from staff based on their look.

• Employees should be well groomed and dressed nicely and cleanly (the grooming dictated by ethnicity and religion are not restricted).

• The attire should be appropriate for the workplace. Clothing that is too exposing is not permitted.

• The appearance should be professional.

• Work attire should be clean and in good condition. Clothes with holes, rips, or tears are not permitted.

• Avoid wearing clothing that is insulting to other employees or the general public.

• Employees should dress in business, business casual, smart casual, or casual attire, depending on the organization's regulations and day allocation.

**THE DEFINITIONS**

The organization has established the many sorts of clothes that fall under various dress guidelines. From [x day through X day, for eg., Monday through Thursday], the business dress code should be followed. [X days, for eg., Friday] are designated as business casual dress days, while [X days, for eg., Saturdays] are designated as smart casual dress days. Employees might dress casually for fun times, parties, or gatherings hosted by the employer. However, the dress code should be adhered to at all times.

NOTE: THE DRESS CODE DAYS MAY VARY ACCORDING TO EACH COMPANY.]

**Business Dress Code**

All of the cloth should be spotless and ironed. For full-day work and project professionalism, the attire should be comfortable. It consists of a formal shirt and slacks, a tie, shoes, and a jacket for males. The jacket can be worn without it on occasion, but it must be worn during meetings and client engagements. The business dress code for women is formal Indian or western attire.

**Business Casual Dress Code**

The business casual dress code is a hybrid of formal and informal wear. Shoes are permissible under this dress code, although sandals and tennis shoes are not. The business casual dress code includes long-sleeved shirts and cotton or khaki slacks. Women can wear Indian dress or skirts with hems that extend past the knee.

**Smart Casual Dress Code**

A smart casual outfit would consist of slacks or fine formal looking jeans with a button up shirt. Leggings are worn with a cotton kurta or kurti by women.

**Casual Dress Code**

Casual dress code includes sophisticated and easygoing attire. Jeans and T-shirts are acceptable attire. Jeans should be well-fitting and not have a low waistline. There should be no offensive lines written on the T-shirts. Clothing with holes or stains is not permitted.

**NOTE:** Body piercings and tattoos should be hidden beneath clothing. Jewelry should be kept to a minimum. Religious issues or rules that do not fall within the category of acceptable religious accommodation should be handled with HR.

**CLOTHES THAT VIOLATES THE DRESS CODE POLICY**

The following is a list of clothing that is not permitted at work. Employees should avoid wearing these outfits to work.

- See-through shirts or blouses, tank tops, halter tops, Mini-skirts, beach dresses, skirts below knee level

- Flip-flops, flamboyant athletic shoes, boots, loose footwear, and open-toed shoes are all examples of footwear.

If an employee is found wearing forbidden apparel at work, appropriate action will be taken.

**GENERAL GUIDELINES**

Employees should adhere to the following dress code guidelines:

• Clothes should be appropriate for the workplace, neatly pressed, and wrinkle-free; ragged or unclean clothing is not acceptable.

• At work, clothes with offensive images, terms, or words are not permitted.

• When deciding what to wear to work, employees should exercise some discretion.

• The HR department will assess which garments do not fit the policy or do not meet the organization's specified criteria, and the employee will be given a warning.

• If the problem of unsuitable clothes continues, the organization will take disciplinary action.

**DISCIPLINARY CONSEQUENCES**

The reporting manager/supervisor/HR department is responsible for informing employees that they have broken the dress code rules. In the event of a violation, the employee can remedy the problem right away. The supervisor may permit the employee to leave work and change his or her clothes. Employees can borrow clothes from coworkers or change clothes at a person's home near the workplace.

Repeated violations of the dress code may result in serious consequences and disciplinary action, including termination.

- If an employee repeatedly violates the dress code despite receiving warnings and memos from the HR department, the individual may be terminated.

- If an employee's unprofessional look causes irreparable harm, such as the loss of a key client or business agreement.