

# Dress Code Policy

## Purpose:

The Dress Code Policy outlines the expectations for employee attire in the workplace to maintain a professional and respectful environment.

## Scope:

This policy applies to all employees of the organization, including full-time, part-time, and temporary staff.

## Policy Guidelines:

1. Employees are expected to dress in a manner that is appropriate for their role and work environment.
2. Business casual attire is acceptable unless otherwise specified for specific roles or occasions.
3. Clothing should be clean, neat, and free from offensive language or imagery.
4. Footwear must be safe and appropriate for the work setting.
5. Special dress requirements may apply for safety or branding purposes.

## Exceptions:

Reasonable accommodations will be made for religious, cultural, or medical reasons.

## Enforcement:

Managers are responsible for enforcing the dress code and addressing violations in a respectful manner.

## Review:

This policy will be reviewed annually and updated as necessary.

Contact:

For questions or clarifications, please contact the HR department.