

Dress Code Policy

1. Policy brief & purpose

Our dress code company policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

2. Scope

This policy applies to all our employees.

3. Policy elements

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

4. What is Business Dress Code?

Our company's official dress code is [*Business/ Business Casual/ Smart Casual/ Casual.*]

We may change our dress code in special cases. For example, we may require employees to wear semi-formal attire for an event. Then, both male and female employees should wear suits, ties, white shirts and appropriate shoes. Our company may also introduce [*dress-down Friday*] when employees can wear more casual clothing like jeans, simple blouses and boots. This won't apply if employees are meeting with clients, partners and other external parties.

An employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

5. Disciplinary Consequences

When an employee disregards our dress code, their supervisor should reprimand them. The employee should start respecting our dress code immediately. In some cases, supervisors may ask employees to return home to change.

Employees may face more severe consequences up to and **including termination**, if:

- Their appearance causes irreparable damage, like loss of a major client.
- They repeatedly violate our dress code.

6. Dress Codes Generally

As a general matter, employers have a right to impose reasonable restrictions on employee appearance and attire worn in the workplace. Courts have regularly recognized that employers may have a legitimate business interest in their employees presenting a professional appearance at work, particularly when employees are expected to interact with customers or other third parties.

Employers may also have a legitimate interest in imposing certain attire restrictions when the attire could present a safety hazard due to the nature of the employee's work. Dress code and appearance policies may land employers in hot water, however, when they exclude or impose an unequal burden on any class of employees, require adherence to gender stereotypes, do not allow for reasonable religious or medical accommodations, or when the policy is enforced only for certain employees.