XYZ Company – Dress Code Policy

Effective Date: August 1, 2025  
  
At XYZ Company, we believe that maintaining a professional appearance is important for cultivating a productive work environment and representing our brand positively to clients and partners.

# 1. General Guidelines

- Employees are expected to be neat, clean, and well-groomed at all times.  
- Clothing must be appropriate for the business environment.  
- Personal hygiene and cleanliness are essential.

# 2. Formal Business Attire

- Men: Dress shirts, slacks, formal shoes, optional ties and blazers.  
- Women: Blouses, dress pants or skirts, formal shoes.  
- Avoid: T-shirts, jeans, sneakers, and loud accessories.

# 3. Business Casual (Fridays)

- Acceptable: Polo shirts, khakis, clean jeans, sneakers, modest tops.  
- Not Acceptable: Ripped jeans, flip-flops, tank tops, or gym wear.

# 4. Remote Work Attire

- Employees should wear appropriate tops and avoid sleepwear during virtual meetings.  
- Maintain a clean and distraction-free video background.

# 5. Special Events and Client Meetings

- Business formal is required for any client-facing events, meetings, or company presentations.

# 6. Policy Enforcement

- Employees not adhering to this dress code may be asked to return home to change and may face disciplinary action for repeated violations.

For any clarifications, please contact the HR department at hr@xyzcompany.com