

Employee Dress codes and Appearance Policy

Purpose of Employee Dress code or appearance policy

A dress code or appearance policy allows an employer to set expectations regarding the image it wants the company to convey.

Company realizes that impressions made on clients and customers are important to the success of an organization. Employees typically are the "face" of the company, and Company often find it necessary to control that image.

Contents

- Purpose of Employee Dress code or appearance policy
- An Objective of Dress Code Policy.
- Scope of Dress Code Policy.
- Element of Dress Code Policy.
- Types of Dress Codes
- Sample Dress Code.
- Dress Code Violations and Disciplinary Consequences.

An Objective of Dress Code Policy

Each and every employee working for the organization represents the organization in public as well as in front of customer or clients. Thus, the personal appearance and hygiene of the employee is directly linked with the organization. The objective of the dress code policy is to guide the employee to dress in a befitting manner, appropriate to the job and considering the need of company, their co-workers and safety concerns. The positive or negative impact of the appearance of the employee has effect on the company culture. Henceforth the objective of the dress code policy is to convey the employee that we are all equal and related to each other by following same work culture.

Scope of Dress Code Policy

The dress code policy is applicable to the employees who are on the regular payroll of the company. The dress code policy should be followed while working in the office as well when the employees are out of the office on company assignments such as client meeting, conferences, training program or business events.

Elements of Dress Code Policy

The organization expects that employee should project their image as respectable, trustworthy and knowledgeable professionals among the clients. As the appearance has a psychological effect on the people

with whom you interact. Thus, it is important that based on the appearance the clients should feel comfortable to seek inputs, guidance and professional services from the employees.

- Employee should come neatly and cleanly dressed and should be well groomed.
- The dress should be appropriate to the work environment. Too revealing clothes are not allowed.
- The attire (clothing) should project professionalism.
- Clean and good shape clothes should be used at work. The clothes with rips, holes or tears are not allowed.
- Clothes offensive to other employees or public should be avoided.

Types of Dress Codes

FORMAL BUSINESS ATTIRE (CLOTHING)

To present a professional, business-like image to clients, visitors, customers, and the public, it is important to follow all the employee formal business attire (clothing), without any inappropriate slogans or images. Casual clothing (including Jeans or casual shoes are usually not allowable.

GROOMING AND HYGIENE

Grooming standards might include the requirement that clothing be neat and clean and not ripped, frayed, dishevelled, tight, revealing or otherwise inappropriate.

Hygiene standards tend to include a regular bath or shower, use of deodorant, and appropriate oral hygiene.

Sample Dress code

Note: Body piercings and tattoos should be covered under clothes. The jewellery should be minimum. For religious concerns or policies which are not under appropriate religious accommodation should be discussed with HR department.



Sample
Dress code



Sample
Dress code





TRANSMOGRIFY

Contact: Unit No.-10ES6, Mani Casadona,
Action Area -IIF, New Town,
Kolkata-700156, West Bengal, India

Sample
Dress code





Sample
Dress code



Sample
Dress code



**Sample
Dress code**



Dress Code Violations and Disciplinary Consequences

It is responsibility of reporting managers/supervisor/HR department to inform the employees that they have violated the dress code policy. In case of violation the employee can immediately correct the problem.

- Disciplinary action will be taken by the organization if the problem of inappropriate attire persists. The repeated violation of dress code may lead to major repercussions and result into disciplinary action which includes termination. The termination of employee can occur in case of dress code violation if:
- Repeated dress code violations even after receiving the warning and memo from HR department.
- In case the inappropriate appearance of employee leads to irreparable damage such as loss of important client or deal.

Yours

YAMINI AGARWAL (HR)

For and on behalf of TRANSMOGRIFY