**Casual Dress Days**

**Effective Date:** (X-XX-XXXX)

**Revision Date:** (X-XX-XXXX)

[Company Name] allows employees to dress in casual business attire each Friday. Employees must still project a professional image while dressing in a more casual manner. An employee's casual dress must be clean, neat and professional. It is never appropriate to wear stained, frayed, torn or revealing clothing to the workplace. Denim is acceptable on casual dress days. If you are in a position that requires a meeting with outside customers or clients, appropriate business attire is recommended.

[Company Name] understands that in certain situations, the [Company Common Name] may need to make exceptions to this policy based on an employee’s religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the [Company Common Name] will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on [Company Name].

Questions regarding appropriate workplace attire should be directed to your supervisor or the [HR Contact Title].