# Dress Code Policy

## Objective

This policy aims to define and communicate the guidelines for the expected dress code and personal hygiene practices in order to ensure their understanding and respect by company personnel. Such a universal dress code contributes to the positive image projected by the company to ensure a basic level of credibility.

## Scope

This dress code policy applies to all personnel of **[Company name]**, regardless of position.

## Dress Code

The company dress code is intended to be relaxed and casual. Everyone must exercise judgment and display courtesy toward their colleagues through presentable, yet task-appropriate clothing.

## Prohibited by the Policy

**[The following list is provided as a reference; adapt it to your situation as needed.]**

|  |  |
| --- | --- |
| **Clothing** | **Shoewear** |
| * Camouflage pants * Shorts, low-rise pants * Cotton fleece clothing * Crop tops * Sportswear * Sleeveless blouses * Any old, used, or otherwise tattered clothing * Spaghetti strap tank tops * Clothing with violent, sexist, or racist logos or messages | * Rubber or plastic beach sandals * Open shoes * Any old, used, or otherwise tattered shoes * Sports shoes and “crocs” |

## Permitted by the Policy

**[The following list is provided as a reference; adapt it to your situation as needed.]**

|  |  |
| --- | --- |
| **Clothing** | **Shoewear** |
| * Jeans that are clean, in good condition, and not too tight * Corduroy pants * Capri skirts and pants * Sweaters and polo shirts * Corporate attire * Clean jackets or coats * Short or long sleeve shirts | * Moccasin shoes * Clean shoes * Casual shoes * Low or high heel shoes * Exposed heel shoes |

## Personal Hygiene

All personnel must maintain good body hygiene, including hair and facial hair, which should be well groomed.

Fragrances should be subtle and used in reasonable amounts so as to avoid affecting others.

## Policy Application

All personnel are expected to comply with this policy. Managers must see to its enforcement and communicate corrective measures to those concerned. In the advent of recurring non-compliance, punitive measures may be taken according to the company’s disciplinary process.

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_