**Employee Dress Code Policy Form Template Word**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **1. Purpose & Scope**

**This policy sets expectations for employee dress code to promote a professional workplace. Employees must present themselves in a neat and business-appropriate manner that aligns with company values.**

### **2. General Dress Code Guidelines**

**Employees must adhere to the following dress standards:
 ☐ Clean, wrinkle-free, and professional clothing
 ☐ Neutral or business-appropriate colors preferred
 ☐ Closed-toe shoes for safety in certain work environments
 ☐ Hair and nails should be well-groomed**

### **3. Acceptable Attire**

* **Business Attire: Suit, dress shirt, blouse, dress pants, knee-length skirts, blazers**
* **Business Casual: Collared shirts, dress slacks, sweaters, professional shoes**
* **Casual Fridays (if applicable): Jeans permitted but must be clean and free from rips**

### **4. Unacceptable Attire**

**☐ Athletic wear (leggings, sweatpants, sneakers unless approved)
 ☐ Flip-flops, sandals, or excessively high heels
 ☐ Sheer or excessively tight clothing
 ☐ Visible undergarments**

### **5. Policy Enforcement**

**Employees who violate this policy may be asked to:
 ☐ Change into appropriate attire before returning to work
 ☐ Receive a verbal/written warning
 ☐ Undergo further disciplinary action for repeated offenses**

### **Acknowledgment**

**By signing below, I confirm that I understand and will comply with this dress code policy.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_
 Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**