

# 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: \_\_\_\_\_