**Employee Dress Code Policy Form**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **1. Introduction to Dress Code Policy**

**Welcome to [Company Name]. As part of the onboarding process, it is essential that all employees understand and adhere to the company’s dress code policy to maintain a professional and respectful workplace.**

### **2. Dress Code Categories**

**The dress code varies depending on job roles:**

**☐ Formal Business Attire: Required for executive meetings and client interactions
 ☐ Business Casual: Suitable for daily office work, including collared shirts, dress pants, skirts
 ☐ Uniformed Employees: Employees in customer-facing roles must wear designated uniforms
 ☐ Safety Gear: Mandatory for employees in hazardous environments**

### **3. Prohibited Attire**

**Employees are not permitted to wear:
 ☐ Ripped, torn, or stained clothing
 ☐ Offensive graphic t-shirts or clothing with inappropriate slogans
 ☐ Flip-flops, open-toed shoes, or sneakers (unless otherwise approved)
 ☐ Excessive jewelry or accessories that interfere with work duties**

### **4. Enforcement & Consequences**

**Employees failing to adhere to the dress code policy may face:
 ☐ Verbal warning
 ☐ Written warning
 ☐ Requirement to change attire before continuing work
 ☐ Repeated violations may result in further disciplinary action**

### **5. Agreement & Acknowledgment**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understood the company’s dress code policy. I agree to comply with these guidelines as a condition of my employment.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_
 HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**