

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