**Personal Hygiene Employee Dress Code Policy Form**

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

### **1. Purpose**

**To maintain a clean, professional, and healthy work environment, all employees are required to adhere to the company’s personal hygiene and dress code policy. Personal appearance impacts workplace perception, safety, and productivity.**

### **2. Hygiene Requirements**

**Employees must maintain proper personal hygiene, including:  
 ☐ Daily bathing/showering and use of deodorant  
 ☐ Clean, well-groomed hair and nails  
 ☐ Fresh breath and appropriate oral hygiene  
 ☐ Clean and professional attire in line with dress code requirements  
 ☐ Avoidance of strong perfumes or colognes that may affect others**

### **3. Dress Code Guidelines**

**Employees are expected to wear professional attire suitable for their role. Acceptable dress code includes:  
 ☐ Business casual attire (dress shirts, blouses, skirts, dress pants, closed-toe shoes)  
 ☐ Uniforms as designated for specific roles  
 ☐ Safety gear (if applicable) must be worn at all times  
 ☐ Footwear must be appropriate for workplace safety**

### **4. Prohibited Attire**

**The following items are not allowed in the workplace:  
 ☐ Torn, dirty, or excessively casual clothing (shorts, tank tops, flip-flops)  
 ☐ Clothing with offensive graphics or slogans  
 ☐ Overly revealing attire, including sheer or tight-fitting clothing  
 ☐ Excessive jewelry or accessories that pose a safety risk**

### **5. Compliance & Consequences**

**Failure to adhere to the personal hygiene and dress code policy may result in:  
 ☐ Verbal or written warning  
 ☐ Requirement to change attire before continuing work  
 ☐ Disciplinary action for repeated violations**

### **Acknowledgment**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the personal hygiene and dress code policy. I agree to comply with the company’s guidelines.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**