

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: _____