

Dress Code Policy Template



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1. Introduction

This dress code policy is designed to provide a comprehensive guide for all employees regarding appropriate attire in the workplace. Our aim is to maintain a professional, safe, and comfortable environment for everyone while projecting a positive image to our clients and visitors.

1.1 Purpose

The purpose of this policy is to establish clear guidelines for workplace attire that:

- Promote a professional image
- Ensure safety in the workplace
- Create a comfortable environment for all employees
- Respect diverse cultural and religious backgrounds

1.2 Scope

This policy applies to all employees, contractors, and temporary workers during work hours and at company-sponsored events, unless otherwise specified.

2. General Guidelines

2.1 Business Professional Attire

For client-facing roles and formal business meetings:

- Men: Suit or blazer with dress pants, dress shirt, tie, dress shoes

- Women: Business suit, dress with jacket, blouse with skirt or pants, closed-toe dress shoes

2.2 Business Casual Attire

For regular office days:

- Men: Collared shirt, dress pants or khakis, loafers or dress shoes
- Women: Blouse, sweater, dress pants, skirt, closed-toe shoes

2.3 Casual Friday

On designated casual days:

- Jeans (no rips or tears)
- Polo shirts or casual button-down shirts
- Clean, neat sneakers

3. Specific Guidelines

3.1 Acceptable Items

- Slacks, chinos, or khakis
- Collared shirts, blouses, sweaters
- Dresses and skirts (knee-length or longer)
- Blazers and cardigans
- Closed-toe shoes, dress sandals
- Minimal, tasteful jewelry and accessories

3.2 Unacceptable Items

- Ripped, torn, or overly distressed clothing
- Shorts, unless part of a suit ensemble
- Tank tops, crop tops, or clothing with offensive graphics/text

- Flip-flops, athletic sandals, or overly casual footwear
- Excessively revealing or tight-fitting clothing
- Athletic wear (sweatpants, yoga pants, etc.)

3.3 Grooming and Hygiene

- Maintain clean and well-groomed hair
- Keep facial hair neat and trimmed
- Use minimal fragrances to respect those with sensitivities
- Ensure clothing is clean, pressed, and in good repair

4. Department-Specific Guidelines

4.1 Sales and Client-Facing Roles

Adhere to business professional attire at all times, unless specified otherwise for particular client meetings or events.

4.2 IT and Creative Departments

May follow a more relaxed version of business casual, but must maintain a neat and professional appearance.

4.3 Maintenance and Facilities Staff

Wear company-provided uniforms and appropriate safety gear as required.

5. Special Considerations

5.1 Religious and Cultural Accommodations

Reasonable accommodations will be made for religious or cultural dress requirements. Employees should discuss specific needs with their HR representative.

5.2 Casual Days and Events

Special casual days or themed events may be announced. Employees are expected to use good judgment in selecting appropriate attire for these occasions.

5.3 Travel and Off-Site Meetings

Employees should inquire about the dress code at the destination or client site and dress accordingly.

6. Enforcement and Consequences

6.1 Enforcement

Managers and HR personnel are responsible for monitoring and enforcing the dress code policy.

6.2 Violations

Employees in violation of the dress code may be:

- Asked to return home to change
- Required to attend a meeting with HR
- Subject to disciplinary action for repeated violations

7. Policy Review and Updates

This dress code policy will be reviewed annually and updated as necessary to reflect changes in workplace culture, safety requirements, or legal considerations.

8. Questions and Concerns

For any questions or concerns regarding this dress code policy, please contact the Human Resources department.

Last updated: September 16, 2024

