

# 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







