**Example of a dress code policy**

Here is an example of a dress code policy for help writing your company's dress code policy:

***Dress Code Policy for Eclipse Computer Solutions***

***Policy Brief and Purpose***

*Eclipse Computer Solutions requires that employees dress neatly and appropriately at all times and that they maintain adequate personal hygiene. The success of any company is reliant on the support and goodwill of its customers. For this reason, it is important that Eclipse Computer Solutions maintains a professional image. As representatives of this company, employees must adhere to the dress code policy.*

***Policy Target Audience***

*This policy applies to all employees of Eclipse Computer Solutions.*

***General Guidelines***

*The company urges employees to use common sense and sound judgment when it comes to selecting their work attire. When in doubt, refer to the conservative and formal side. To assist you, here are a few broad guidelines to follow:*

* *All clothing should be clean, ironed and in good shape. Desist from opting for clothes that display discernible tears, rips or holes, even if it is the current fashion.*
* *All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.*
* *Work clothes should be professional, which means that it should not be too revealing or casual.*
* *Although we allow clothes with stamps, the latter should be inoffensive and appropriate for the workplace.*
* *We allow female staff to wear jewelry but we urge that staff please remove visible body piercings during work hours.*
* *The company has no policy against visible tattoos but urge that staff covers these when possible and practical.*

***Company Dress Code***

*In general, the dress code for employees is business casual. However, sales and marketing staff that have direct contact with the company's clients should follow a dress code of business professional during client visits and meetings. Technical staff that is busy with hardware repairs and installations are allowed to wear more casual attire, such as jeans, and should also make use of the overalls provided by the company for this purpose.*

***Accommodation***

* If the dress code policy contravenes the prescriptions of your faith or that it is offensive to you in any way, please contact human resources.\*