# Sample Employee Dress Code Policy

The common terms and contents of a dress code policy include:

### The statement

Your dress code policy statement should express the key goal of your policy: to ensure a safe, comfortable, and professional workplace for everyone. You should indicate in the statement whether your company requires a specific dress code (i.e. professional, business casual, or uniform). It is also common to restrict the use of scented products (perfumes, deodorants, colognes) as part of your company dress code policy.

### The scope

In the scope, indicate to whom the policy applies. A dress code may apply to all staff, or it may differentiate based on employment status, location, department, or role. The scope should also identify exceptions to the policy, such as employees who work in a warehouse and are required to wear safety equipment, or outside work activities where professional attire is not required.

### The procedure

In the procedure section, outline the responsibilities of managers and employees in maintaining the dress code policy. Here, you can provide examples of clothing that are appropriate or inappropriate. You should also indicate any consequences for failing to comply with the policy. For example, a dress code violation may result in the employee being sent home or being asked not to wear the inappropriate item to work again.