(Please replace this image with your company logo)

(Disclaimer: This document is for illustrative purposes only. Please check with your legal counsel before use.)

**[Your Company Name] Dress Code Policy**

In order to maintain a safe, healthy, and well-functioning workplace, Company Name requires employees to maintain clean and appropriate attire in the workplace. Our dress code policy provides guidelines and some restrictions for acceptable workplace attire.

**The policy:**

All Company Name employees are expected to present a professional image to customers, co-workers, visitors, and the public. Their attire and personal grooming must also be appropriate to the work being performed.

*(Optional)* Company Name requires that employees wear (business professional or business casual or uniform) attire during all work hours.

**The scope:**

This policy applies to any employees who work from our offices or in public and who may come into contact with customers, co-workers, visitors, or members of the public while performing their job duties. This includes off-site events and after-hour work events.

**How it works:**

Direct supervisors or department heads are responsible for:

* Ensuring employees are familiar with the dress code during new-hire orientation and evaluations;
* Communicating specific attire and grooming guidelines for special events, projects, or meetings;
* Ensuring the dress code meets the safety requirements of their department;
* Ensuring that the use of scented products is limited and does not interfere with any employee, customer, or member of the public’s health and safety.
* Ensuring that any employee requiring accommodation on the basis of religion, disability, gender expression, gender identity, or other prohibited grounds of discrimination is satisfactorily accommodated to the point of undue hardship.

Employees are responsible for:

* Adhering to the dress code policy;
* Discussing any questions or issues with their direct supervisor or department head in a timely manner.

**Examples:** Below are examples of acceptable and unacceptable workplace attire:  
(Adjust the below policy examples as needed)

|  |  |
| --- | --- |
| **ACCEPTABLE** | **INACCEPTABLE** |
| Dress shirts and pants, sports jackets, blazersAny shirts, pants (including jeans), skirts or shorts that are not excessively tight or revealingClean shoes, including sneakers, boat shoes, sandals, or boots | Any excessively revealing clothingClothing with offensive pictures or slogansClothing or shoes with excessive tears, holes, stains, or dirtStrongly scented perfume, hairspray, cologne, or other personal products |

**Violations:**If an employee’s attire is determined to be inappropriate, they may be issued verbal counselling or a written warning. Serious violations of the policy will require the employee to change their clothing. Any time away from work for this purpose shall be without pay unless, at the written request of the employee, the use of vacation pay or other time off credits is authorized.

*(Optional)*

**Definitions:**

Business professional attire: clothing suitable for an office environment. Includes suits, dress shirts, dress pants, dark and un-ripped jeans, blazers, blouses, shirts with no logos, and clean, closed-toe shoes.

Business casual attire: includes jeans, t-shirts, polos, or casual shirts, casual pants, clean sneakers or other shoes.

[*Uniform*: If your company requires a uniform, add a description here, as well as who will cover the initial cost and replacement costs, fit instructions, and other relevant details, if applicable.]