

Dress and Grooming Policy Sample

Effective _____ date

1. Purpose

EMPLOYER requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to wear appropriate business attire while at the office or conducting **EMPLOYER** business.

2. Supervisors' Responsibilities

This policy provides general dress and grooming guidelines for employees. Supervisors and managers are responsible for applying and enforcing this policy within their departments. In applying the dress code guidelines, supervisors and managers must:

- Make reasonable accommodations for dress or grooming directly related to employees' religion, ethnicity, or disabilities. Employees should discuss any accommodation needs with their manager or a human resource representative.
- Specify any additional or alternative requirements necessary for reasons of employee safety or public health.

3. Men's Attire

Acceptable attire includes: business suits; sports jackets or blazers with coordinated slacks; collared shirts; and dress shoes.

Ties are required at all times, unless wearing a tie presents a safety hazard.

Clothing should be clean and neat in appearance. Good personal grooming is essential; hair should be clean and neat.

4. Women's Attire

Acceptable attire includes: business suits; pantsuits; business dresses; coordinated skirts, blouses, and blazers; and dress shoes.

Clothing should be clean and neat in appearance. Good personal grooming is essential; hair should be clean and neat.

5. Unacceptable Attire

The following attire is unacceptable: jeans, casual khakis or pants, t-shirts, jogging suits, sportswear, shorts, very short skirts or dresses, jumpsuits, sheer clothing, garments that are unnecessarily revealing, slippers, sandals, tennis shoes, casual loafers, or work boots.

Immoderate hairstyles or colors are unacceptable for business.

6. Enforcement

If an employee dresses inappropriately, he or she is counseled by a supervisor or manager. Dress code violations that are exceptionally unprofessional or unsafe can result in the employee being sent home without pay. Repeated violations of the dress and grooming policy can result in disciplinary action up to and including termination of employment.

7. Policy Interpretation

Managers and supervisors are responsible for interpreting and enforcing the dress and grooming policy. Managers and supervisors counsel employees' whose appearance is inappropriate. Disciplinary action is appropriate for dress that is offensive, excessively distracting, or in direct conflict with this policy.