

# DRESS CODE POLICY

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## 1. PURPOSE

In order to maintain a safe, healthy, clean and functional work environment, [COMPANY NAME] requires that employees wear clean and appropriate clothing for the job. Our dress code policy provides guidelines and some restrictions on acceptable attire in the workplace.

## 2. SCOPE

This policy applies to all employees who work from our offices or in public and who may come into contact with customers, colleagues, visitors or members of the public in the course of their duties. This includes off-site and off-site activities and activities outside normal working hours.

## 3. POLICY

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and have an impact on the company's image. Indeed, [COMPANY NAME] want employees who represent the organization or who work on the company's premises to have a professional look and to wear appropriate clothing for a workplace.

During business hours or when representing [COMPANY NAME], you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

### 3.1 Acceptable clothing

- Dress shirts and pants, sports jackets, blazers
- Any shirts, pants, skirts or shorts that are not excessively tight or revealing
- Clean shoes, including sneakers, boat shoes, sandals, or boots

### 3.2 Inacceptable clothing

- Jeans, Bermuda, T-shirt and shorts do not present appropriate professional attire.
- Any excessively revealing clothing
- Clothing, which is not appropriate to body size, i.e., extreme "baggy" or "tight"

# **Sample Dress Code Policy Manual**

**Deborah E. Barbier Holmes**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

## **Sample Dress Code Policy Manual:**

## Unveiling the Power of Verbal Art: An Psychological Sojourn through **Sample Dress Code Policy Manual**

In a global inundated with displays and the cacophony of instant connection, the profound energy and emotional resonance of verbal art often disappear in to obscurity, eclipsed by the constant barrage of noise and distractions. However, nestled within the lyrical pages of **Sample Dress Code Policy Manual**, a fascinating function of literary beauty that impulses with natural thoughts, lies an remarkable trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, this exciting opus manuals readers on a psychological odyssey, gently exposing the latent potential and profound impact stuck within the delicate web of language. Within the heart-wrenching expanse of the evocative analysis, we can embark upon an introspective exploration of the book is main themes, dissect its charming writing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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