Attire & Grooming Policy



1. **PURPOSE**

_____ strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, _____ department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

2. **SCOPE**

This policy applies to anyone working at _____.

3. **PROCEDURE**

All _____ staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with _____.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear the _____ identification badge at all times while at work.

4. **SPECIFIC REQUIREMENTS**

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by _____.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted

5. **ACCOMODATION FOR RELIGIOUS BELIEFS**

_____ recognizes the importance of individually held religious beliefs to persons within its workforce. _____ will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resources department.

6. **CASUAL ATTIRE DAYS**

Departments that adopt casual or dress-down days must use the following guidelines to define appropriate casual attire.

Appropriate	Inappropriate
Slacks Khakis or corduroys Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) Skorts, capris	Sweatpants, leggings, exercise wear Shorts, low-rise or hip-hugger pants or jeans
Polo collar knit or golf shirts Oxford shirts Company logo wear Short-sleeved blouses or shirts Turtlenecks Blazers or sport coats Jackets or sweaters	Shirts with writing (other than company logo) T-shirts or sweatshirts Beachwear Sleeveless blouses or shirts Exercise wear Crop tops, clothing showing midriffs, spaghetti straps
Boating or deck shoes, moccasins Casual, low-heel, open-back shoes (e.g., mules, sling backs)	Sandals, thongs, flip-flops, open-toe shoes Athletic shoes, tennis shoes, Croc-like sandals

7. **BUSINESS ATTIRE**

The following guidelines apply to business attire:

For men, business attire includes a long-sleeved dress shirt, tie, and tailored sport coat worn with dress trousers (not khakis) and dress shoes.

For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer, and conservative, closed-toe shoes.

8. **ADDRESSING WORKPLACE ATTIRE AND HYGIENE PROBLEMS**

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member’s poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

9. **ACKNOWLEDGMENT**

I acknowledge that I have received, read and understood this Policy and agree to comply with its terms.