Dress Code & Personal Grooming Policy



HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

1. **REASONS FOR THIS POLICY**

ABC Company encourages its employees to dress comfortably. However, it is critical that employees of ABC Company maintain a professional appearance while in the workplace, or while attending company-sanctioned events offsite. Neatness, cleanliness and good personal health habits are very important to the success of the Company. The impressions created by these factors all serve to create our image. If associates have questions as to what is appropriate or not, they are encouraged to consult with their supervisor or HR Services.

2. **STATEMENT OF POLICY**

All ABC Company personnel shall dress in a manner commensurate with the designated responsibilities of their job roles or job area. ABC Company reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business, or is disruptive to the working environment.

3. **FAILURE TO DRESS APPROPRIATELY**

Employees are expected to demonstrate good taste and judgment in wearing business-appropriate clothing. Those who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Each supervisor and manager is responsible for monitoring the dress code, and every employee is responsible for following it.

4. **GUIDELINES FOR OFFICE DRESS**

Male workers are generally expected to wear slacks or dress pants with either a dress or sport shirt. A tie is not mandatory but is recommended. It is acceptable to wear a dress or sport shirt without a tie.

Female workers are generally expected to wear dresses, skirts (no shorter than 3” above knee), slacks, dress pants and shirt, or a jacket/vest-coordinated suit. Please refrain from wearing any skirts, dresses, slacks, or pants that are tight fitting.

Employees who interact with clients and customers, even if only on an occasional basis or via the telephone, must dress in business casual attire.

5. **GUIDELINES FOR MANUFACTURING AND NON-OFFICE ENVIRONMENT**

Employees working in factories, warehouses, industrial and other non-office settings are generally expected to dress in accordance with the following guidelines:

1. Full-length jeans/slacks and an appropriate work-shirt are required.
2. T-shirts with advertising/pictures/ designs must be in good taste.
3. Management has the discretion to allow employees to wear shorts and will communicate their guidelines.
4. Sportswear/athletic wear is not allowed.
5. For safety reasons, loose clothing should not be worn.
6. Sweatshirts/sweaters/etc., tied around the waist or neck or with hoods or drawstrings are not allowed.
7. Shirts that have tails must be worn tucked in.
8. Hair that extends past ear lobes must be tied back and up if possible or be secured under a hair net if management deems it to be a hazard.
9. Watches and post/stud earrings may be worn. Other jewelry is not allowed (e.g., necklaces, bracelets, hoop earrings or facial jewelry).
10. Employees who are unable to remove rings, or who chose not to, are required to securely tape the rings to the fingers with ABC Company-supplied tape.
11. Manufacturing Maintenance and Facilities associates who may work on or near exposed, energized parts must use non-conductive tape.

6. **GUIDELINES FOR MANAGEMENT ATTIRE**

Management may require a more specific dress code as appropriate.

7. **INAPPROPRIATE ATTIRE**

The following attire is not allowed for any personnel or any setting:

- Tank/tube/halter/midriff/spaghetti strap or any other revealing tops/dresses;
- Undershirt-type T-shirts;
- Athletic sportswear (sports jerseys, or any items worn to play sports, etc.);
- Bib overalls;
- Leggings and pants that are tight and form-fitting (unless worn with a skirt or dress);
- Sweat pants and jogging/wind suits or pajama pants;
- Shorts of any length;
- Mini or short skirts/jumpers/split skirts/dresses shorter than 3″ above the knee;
- Caps/hats;
- Clothing with inappropriate logos, crude slogans, tacky pictures or are in poor taste;
- Clothing that is too revealing, tight, short, baggy or oversized;

- Any clothing items which are torn, stained or in poor condition, including but not limited to jeans with rips or tears;
- Beach type sandals, flip-flops and slippers;
- Crocs type footwear;
- Extreme hairstyles, clothing and/or jewelry which does not present a businesslike appearance;
- See-through, sheer, or mesh garments;
- Crop pants whose length is above the ankle;
- Mini-skirts or dresses more than 3“ above knee length;
- Athletic shoes, running shoes, or tennis shoes;
- Hiking boots or military style boots;
- Skin-tight or form fitting pants, dresses, or skirts;
- Bare feet;
- Bathing suits or thongs;
- Any clothing that exposes the midriff;
- Halter tops or bra tops; and/or
- Any undergarments worn as outer garments.

8. **GUIDELINES FOR PERSONAL GROOMING**

Men’s hair should be off the shoulder and neatly groomed. Beards, mustaches, and goatees are allowed, but they must be neatly groomed. If wearing face PPE, facial hair is not permitted. All male employees are expected to meet this standard. Women’s hair is to be neatly groomed also.

9. **GUIDELINES FOR HYGIENE & CLEANLINESS**

All employees are expected to adhere to commonly accepted standards of personal hygiene and cleanliness by, among other things:

- Bathing or showering daily;
- Brushing teeth and practicing oral hygiene;
- Using deodorant/anti-perspirant to minimize body odors;
- Refraining from use of heavily scented perfumes, colognes and lotions which in addition to being offensive to some people can cause allergic reactions, migraines and respiratory difficulty;
- Cleaning and trimming fingernails to keep them ¼ inch long or less;
- Washing hands after eating or using the restrooms.

10. **TATTOOS AND BODY PIERCING**

Employees with tattoos must cover them at all times while at work or company-sanctioned events. Body piercings, except for women’s earrings, must be removed prior to coming in to work or attending company-sanctioned events.

11. **EXCEPTIONS TO DRESS CODE**

1. Dress exceptions for those visiting the plant areas include:
    - Individuals wearing ties or scarves who do not stay in designated walk areas and who enter areas having equipment are required to place their

ties/scarves inside shirts/blouses.
    - Hair that extends past ear lobes must be tied back and up if possible or be secured under a hair net if department management deems it to be a hazard.
2. Information Systems
    - Computer technicians may wear jeans with ABC Company uniform shirts (t-shirts are not permitted) and are required to wear safety shoes.
    - Computer operations staff within Information Systems may follow the plant safety dress code guidelines or the office casual dress code guidelines.

12. **ACCOMMODATIONS FOR RELIGION, DISABILITY OR ETHNICITY**

In accordance with human rights laws, ABC Company will make reasonable allowances to this policy to accommodate employees' religious beliefs, ethnicity, disabilities or other personal characteristics protected from discrimination to the point of undue hardship.

13. **DISCIPLINE FOR VIOLATIONS**

ABC Company reserves the right to impose discipline to enforce this policy up to and including termination in accordance with the ABC Company progressive discipline policy, human rights and other applicable legislation and the terms of employee contracts and collective agreements.

Employee Acknowledgement

I hereby affirm that I have read, fully understand and agree to comply with the above policy.

_____

Employee Signature

_____

Date

Original filed in HR with copy to Manager and Employee

14. **REVISION HISTORY**

Version	Change	Author	Date of Change