Dress Code and Appearance Policy

Replace each [Placeholder] and delete the tiers you do not use. Check state and city laws on hair, gender expression and uniform costs before publishing.

1. PURPOSE AND SCOPE

This policy explains what [Company Name] expects employees to wear at work so that we present ourselves appropriately to customers and stay safe on the job. It applies to all employees, temporary workers and contractors at [locations], during working time and at company events where stated. Managers may not add stricter rules for their teams without HR approval.

2. OUR APPROACH

Our standards are the same for all genders. Employees may follow any part of this policy that matches their gender identity or expression. Rules are based on the job: safety, hygiene, customer contact and brand. Personal taste of a manager is not a reason to send someone home.

3. TIER A: OFFICE AND REMOTE-ON-CAMERA ROLES (BUSINESS CASUAL)

Acceptable: collared or knit shirts, blouses, sweaters, dress pants, chinos, skirts or dresses of reasonable length, clean dark jeans on [days], and clean closed or open shoes.

Not acceptable: clothing with offensive words or images, torn or see-through clothing, beachwear, gym wear, and flip-flops. When on video with customers or candidates, wear what you would wear in the office from the waist up.

4. TIER B: CUSTOMER-FACING AND UNIFORMED ROLES

Employees in [roles] wear the company uniform provided: [items, e.g. polo shirt, name badge, fleece]. The company supplies [number] sets at no cost and replaces them when worn out through normal use. Wear the name badge where customers can see it. Bottoms must be [color/type]. Keep uniforms clean and in good repair, and do not wear them in a way that suggests you are working when you are off duty.

5. TIER C: SAFETY-SENSITIVE ROLES

In [warehouse, production, kitchen, clinical] areas:

- Wear the personal protective equipment required for your task, such as safety footwear, high-visibility vests, gloves, eye protection or hearing protection.
- Do not wear loose clothing, dangling jewelry, scarves or ties near moving equipment. Tie back or cover long hair, including beards where a hair net or beard cover is required.
- Keep nails short and jewelry minimal where food safety or infection control rules apply.

The company provides required PPE at no cost except where federal or state law allows otherwise, such as [non-specialty safety-toe footwear that employees may wear off site, with a [$amount] annual allowance].

6. GROOMING, HAIR, TATTOOS AND PIERCINGS

Employees are expected to be clean and neat. Natural hair textures and protective styles such as braids, locs and twists are always acceptable. Visible tattoos and piercings are acceptable unless they

contain offensive content or create a safety or hygiene risk in the employee's role. Fragrance should be light because coworkers and customers may have allergies.

7. RELIGIOUS, DISABILITY AND OTHER ACCOMMODATIONS

We will make exceptions to this policy for religious dress and grooming practices (for example head coverings, beards or religious jewelry), for disabilities and medical conditions, and for pregnancy, unless the exception would cause undue hardship or a real safety risk. To ask for an exception, talk to your manager or [HR contact]. You do not have to use any particular words. Where a safety rule cannot be changed, we will look for alternatives, such as different protective equipment.

8. SPECIAL DAYS AND EVENTS

[Casual Fridays / themed days / client visit days]: managers will give at least [two business days'] notice of any change in dress expectations. Company-branded clothing given as a gift may be worn on any day.

9. ENFORCEMENT

If clothing does not meet this policy, a manager will speak to the employee privately. For a first issue, the employee may be asked to change or fix it. Non-exempt employees sent home to change will be paid [for the time away / according to state reporting-time pay rules]. Repeated issues will be handled under the [Progressive Discipline Policy]. Managers must apply this policy the same way to everyone and talk to HR before sending anyone home.

10. QUESTIONS AND REVIEW

Questions go to [HR contact]. This policy is reviewed every [year]. Effective date: [Date].