## DRESS POLICY

[Shortnened Name] strives to maintain a professional atmosphere that is conducive to our business environment, contributes to the morale of all employees and projects an image of efficiency and professionalism to [visitors/customers/clients/vendors/the public]. Employees are relied upon to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions, which may include [concerns regarding safety/interactions with [clients/customers]] [and] accurately representing our organization's image to the public.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work. Employees who disregard this policy and its standards will be subject to discipline.

Other option

[Shortnened Name] believes it is important to present a professional image. We work in a professional environment, and although business casual dress is allowed on Fridays, some articles of clothing simply are not appropriate to be worn at work. Anyone wearing items of clothing that are unacceptable may be prevented from working until they return in proper clothing. Please see Human Resources if you have questions about the dress code.

In all cases, good judgment is the best guide.

Listed below is a general overview of acceptable work attire as well as a listing of the more common items that are not appropriate for the office:

|  |  |
| --- | --- |
| Acceptable Work Attire | Unacceptable Work Attire |
| Button-down shirts, dress blouses, collared shirts, long and short sleeve dress shirts. Casual shirts worn on Fridays may be golf shirts with tasteful small logos. Plain T-shirts and sweatshirts are acceptable along with [Shortnened Name] logo apparel. | Tops with straps less than an inch wide, sleeveless shirts (must have two straps), low-cut tops, sheer or see-through fabric, bare midriffs, anything revealing. Shirts with sports teams, bar logos, or other logos are not allowed. |
| Pants, Capri pants, skirts, casual dresses, suits, jeans on Fridays only (non-faded in good condition with no rips or tears) | Shorts, skorts, skirts, or dresses that are shorter than 2 inches above the knee (including slits or kick pleats), overalls. |
| Non-form fitting clothing | Spandex or other form fitting clothing |
| Loafers, boots, flats, dress sandals, athletic shoes in good condition | Flip flops, beach shoes, hats |
|  | Sweat pants, nylon sweat suits |