

Dress Code Policy

_____ strives to achieve a work environment that functions free of distractions and irritations. In the effort to maintain this, _____ requires all employees to preserve a clean and formal presence that is adequate for the workplace. Every employee must comply with every step of the present policy to accomplish its purpose. Check all acceptable workplace attire:

Pants:

- Uniforms
- Khakis or corduroys
- Jeans
- Shorts
- Exercise wear, sweatpants, leggings

Shirts:

- Uniforms
- Dress shirts
- Shirts with company logo
- Turtlenecks and Sweaters
- Blazers or Coats
- Exercise wear

Shoes:

- Dress shoes
- Casual (mules, snickers, sandals)
- Open-toed shoes

If a staff member's dress represents an issue by not complying with this policy, the supervisor(s) should examine the problem with the employee in private in order to solve the issue. If the problem continues, supervisor(s) should follow the standard corrective process.

Acknowledgement of Employee

I, _____ [employee name], acknowledge that on _____ (date), I received and read a copy of the [EMPLOYER NAME]'s Dress Code Policy and understand that it is my obligation to be acquainted with and accept its terms. I understand that the information in this Policy is intended to help all employees to work together in a successful way.

Signature

Printed Name

Date