

DRESS CODE POLICY

This dress code policy helps to ensure a consistent professional appearance as colleagues and for our customers and visitors. Every employee is expected to present themselves in a clean, professional manner and maintain good hygiene.

APPROPRIATE CLOTHING

Pants/Bottoms:

- Dress pants
- Khakis or corduroys
- Jeans
- Shorts
- Skirts/dresses of appropriate length
- Exercise wear, sweatpants, leggings
- Other: _____

Shirts:

- Company uniform
- Blazers or coats
- Button-down shirts, blouses
- Shirts with company logo
- Turtlenecks and sweaters
- Casual t-shirts
- Exercise wear
- Other: _____

Shoes:

- Dress shoes, loafers, high heels
- Casual (mules, sneakers)
- Open-toed shoes
- Other: _____

INAPPROPRIATE CLOTHING

Clothing must be clean and free of holes or tears. It will not be permitted to wear clothing with offensive designs, that is too tight, revealing, or inappropriately short for the workplace.

Employees are invited to request an exemption for religious, cultural, or disability reasons.

Employees will be informed of dress code violations and expected to correct them immediately. Repeated violations may result in disciplinary action.

EMPLOYEE SIGNATURE

I understand and accept the terms of this dress code policy.

Employee Signature: _____ Date: _____

Print Name: _____