

Dress Code Policy

Purpose

At [Name of the Company](#), we value professionalism, and we want a positive working environment and a professional culture. This policy sets clear guidelines for workplace attire so that it:

- Presents a professional image and reflects our brand
- Keeps the workplace safe, hygienic and comfortable
- Respects people's diverse cultural and religious backgrounds

Policy Guidelines

Follow these guidelines on all working days and at company events.

- Wear formal or business casual clothing, as the day requires.
- Keep clothing clean, wrinkle-free and in good condition.
- Choose clothes that fit properly. Excessively tight or revealing clothing is not allowed.
- Keep hair and facial hair clean and neat.
- Go easy on fragrance, out of respect for colleagues with sensitivities or allergies.
- Clothing with offensive language, graphics or images is not allowed.
- Make sure what you wear does not create a safety hazard.

Applicability

This policy applies to all employees, contractors and temporary workers during work hours and at company-sponsored events.

Dress Code Categories

Business professional attire

Wear business professional attire in client-facing roles and formal business meetings. Examples:

- A suit or blazer with dress pants, a dress shirt, a tie and leather dress shoes
- A business suit, skirt suit or trouser suit, or a professional dress with a jacket, with closed-toe dress shoes

Business casual attire

Business casual is recommended for regular working days. Examples:

- Collared shirts (polo or button-down), dress trousers or khakis, and loafers or dress shoes
- A blouse, sweater or kurta with dress pants or a skirt, and closed-toe shoes

Not acceptable

The following are not acceptable:

- Ripped, torn or heavily distressed clothing, including ripped jeans
- Shorts, track pants or athletic wear, except at specific company events
- Tank tops, crop tops, or clothing with offensive slogans or images
- Excessively revealing, low-cut or tight-fitting clothing
- Beachwear, or overly casual footwear such as flip-flops

Non-Compliance and Consequences

An employee who does not follow this policy may be asked to change. Repeated violations may lead to disciplinary action under the company's disciplinary policy.

Special Considerations

The company recognizes that employees hold religious and cultural beliefs, and will make reasonable accommodations for an employee's requirements.