

Illustrative Policy Proposal

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| Policy title: | Company Dress Code |
| Policy developer/reviewer: | ABCD |
| Policy owner: | ABCD |
| Approval pathway: | 1. Committee on XYZ 2. Company Management Team |
| Proposed approval date: | 27 April 2017 |
| Proposed effective date: | 1 September 2017 |
| Date of latest review if applicable: | N/A |

1. **Purpose of policy**

Company Name strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Company Name heads of unit may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

1. **Policy scope**

The policy applies to all members of Company Name staff who are not on the Company Name Management Team. The policy will also apply to all members of temporary or contract staff employed on any basis by Company Name.

1. **Impact of policy**

Any male or female staff member who does not meet the attire or grooming standards set by his or her unit will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

1. **Resource needs**

The policy roll-out should be introduced by Company Name Human Resources unit. As the decision to introduce a Dress Code has been made by the Company Name Management Team, additional consultation is not required.

Monitoring and implementation of the policy would remain under the authority of Company Name Human Resources unit.

1. **Compliance with national legislation, Statutes and policies**

This policy complies with all relevant legislation and Company Name policies.

1. **Supporting documents**

Guidance material for all existing staff, including illustrated posters for display in all staff areas and for inclusion in staff handbooks.

Guidance material for new members of staff for inclusion in induction and orientation training.

1. **Communication and training needs**

Given the applicability of the policy across the majority of the Company workforce, a comprehensive communication strategy will be required in order to successfully implement the newly-constituted procedures. This communication strategy should also incorporate some training for those managing breaches of the policy, most particularly heads of unit and those delivering induction programmes for new staff.