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| Illustrative Dress Code Policy |  |

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| **Policy owner** | ABCD | **Approval date and body** | Company Management Team, 27 April 20174 |

1. **Purpose**

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. **Definitions**

**Business attire**

The following definitions apply to business attire:

* For men, business attire includes tailored suits, tailored sport coat worn with dress trousers (not khakis), tie, long-sleeved dress shirt and dress shoes.
* For women, business attire includes over-the-knee tailored skirt-suits, business-like dresses, coordinated dressy separates worn with or without a blazer, and shoes with a 2 to 4 inch heel. Scarves are not allowed.

**Casual attire**

Guidance on appropriate and inappropriate casual attire is set out below:

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| **Men** | |
| **Appropriate** | **Inappropriate** |
| Slacks | |
| * Khakis or corduroys * Jeans (must be clean and free of rips, tears and fraying) | * Sweatpants * Shorts |
| Shirts | |
| * Polo collar knit or golf shirts * Oxford shirts * Company logo wear * Short-sleeve shirts * Turtlenecks * Blazers or sport coats * Jackets or sweaters | * Shirts with writing * T-shirts or sweatshirts * Beachwear * Sleeveless shirts |
| Shoes | |
| * Boating or deck shoes, moccasins | * Sandals, open-toe shoes * Athletic shoes, tennis shoes, |

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| **Women** | |
| **Appropriate** | **Inappropriate** |
| Skirts | |
| * Skorts * Smart shorts * Mini-skirts | * Sweatpants, leggings, exercise wear * Jeans |
| Tops | |
| * Short-sleeve/sleeveless blouses * Spaghetti straps | * Shirts with writing * T-shirts or sweatshirts * Crop tops, clothing showing midriffs * Cardigans |
| Shoes | |
| * Casual, open-back shoes (e.g., mules, sling backs) – 2 – 4 inch heels * Sandals, open-toe shoes – 2 – 4 inch heels | * Athletic shoes, tennis shoes, Croc-like sandals |

1. **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.

**Reasonable accommodation of religious beliefs**

Company Name recognises the importance of religious beliefs to persons within its workforce. Company Name will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members and/or societal expectations regarding individually held religious beliefs. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) unit.

1. **Principles**

**Policy Statement**

All Company Name staff members are expected to present a professional, business-like image to clients, visitors, customers and the public. Acceptable personal appearance is an ongoing requirement of employment with Company Name.

**Standards**

Appropriate business attire, as defined in section 2 above, must be worn.

Male employees must be clean-shaven with short hair. Jewellery is strictly prohibited - only watches and wedding rings may be worn. Artificial hair-colours, tattoos and piercings may result in suspension and termination of employment.

Female employees must wear make-up (foundation, eye shadow, light-coloured lipstick) on all occasions – training will be included in the induction programme for new staff. Hair should be no shorter than shoulder-length and worn down at all times. Discreet jewellery (no more than five items concurrently) may be worn, including watches, rings, earrings, bracelets and brooches.

**Casual or dress-down days**

Units that adopt casual or dress-down days must use the guidelines set out above to define appropriate casual attire.

**Company Social Occasions**

Unless formal attire has been specified, Company Name Employees and their husbands/wives will follow the Dress Code guidelines as set out in ‘Casual or dress down days’ section above.

**Addressing workplace attire and hygiene problems**

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odour. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member’s poor hygiene or use of too much perfume/cologne is an issue, the head of unit should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, heads of unit should follow the normal corrective action process.

1. **Roles and responsibilities**

Heads of unit should communicate any unit-specific workplace attire and grooming guidelines to staff members during new-hire induction and orientation. Any questions about the unit’s guidelines for attire should be discussed with the head of unit.

Any 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. **Related documents**

None

1. **Version history**

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| **Version** | **Date** | **Summary of Changes** | **Changed by** |
| 1.0 | 15 Month 2016 | First draft | XYZ |
| 1.1 |  | Revision incorporating comments from Group ABC |  |
| 1.2 |  | Revision incorporating comments from QLT |  |
| 1.3 |  | Revision incorporating comments from KLZ |  |
| 1.4 |  | Final version approved by Company Name Management Team (insert date) |  |