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1. Introduction

Employees of <<Insert Com
an appropriate standard of
Company's professional ima
and when working remote
required standards of dress

This policy is not exhaustiv
dress and appearance and
sense in dressing for work.
be the sole judge of what is

Employees are required to
work, whether working on
Company business.

When working remotely, and
employees' appearance sho
when holding meetings with

Employees will never be ask
low-cut tops, shoes of a part

If employees do not comply
In addition, and depending
home and change their clo
paid for the duration of any a

2. Religious and Cultural Dre

The Company recognises th
accepts that members of cer
or cultural requirements in
wear appropriate religious a
skullcaps and turbans) unles
other person or otherwise br

Subject to necessary health
will take a sensitive appro
religious or cultural norms. H
and other similar considerat
of clothing is acceptable or
and religious dress in the w
Manager OR the HR Manag

expected to maintain
to ensure that the
both in the workplace
the employees on the

acceptable standards of
to use their common
<Company Name>> will
of this policy.

presentable whilst at
ely or elsewhere on

via Teams or Zoom),
his policy, particularly

as short skirts or
ke-up.

to disciplinary action.
may be required to go
I have no right to be

of its employees and
subject to strict religious
nce. Employees may
collars, head scarves,
to the employee or any

ements, the Company
which run counter to
h and safety, security
as to whether an item
guidance on cultural
b Title E.g. their Line

3. Company Dress Code

EITHER:

3.1 [Employees are expected to dress appropriately during all working hours which, to avoid confusion, should be consistent with the Company's dress code.]

3.1.1 A business suit consisting of a jacket, shirt and skirt and smart trousers. Female employees may wear a dress or suit. Appropriate shoes must be worn.

3.1.2 Hair should be kept neat and tidy. Extreme and unusual hairstyles are not permitted.

3.1.3 Jewellery must be kept to a minimum.

3.1.4 Excessive and conspicuous piercings are not considered appropriate for the work environment.

3.1.5 The Company acknowledges that there may be circumstances that make it difficult for some employees to adhere to the business attire dress code (if, for example, an employee is experiencing menopause symptoms). If this is the case, employees should speak to their line manager to discuss reasonable adjustments that can be made to support them.

3.1.6 [As an exception to the dress code, the Company allows employees to wear casual clothes to work every day if they have an appointment with a client, are interviewing potential employees or are in a state of repair that requires them to wear casual clothes.]

3.1.1.1.1 Uniforms must be worn at all times.

3.1.1.1.2 Referred to as 'work clothes'.

3.1.1.1.3 Should be clean and in a good state of repair.

3.1.1.1.4 Clothing should not cause offence.]]

OR

3.1.1 [Employees must wear uniforms [and name badges] at all times. Uniforms must be clean and in a presentable condition and worn in a professional manner without the Company's permission.]

3.1.2 The Company acknowledges that there may be circumstances that make it difficult for some employees to adhere to the dress code (if, for example, an employee is experiencing menopause symptoms). If this is the case, employees should speak to their line manager to discuss reasonable adjustments that can be made to support them.

3.1.3 Uniforms remain the property of the Company. Any damage or loss must be reported to the line manager as soon as possible. Employees must ensure that good care is taken of the uniforms.

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taken of uniform
lost through n
an employee
immediately.

3.1.4 [When emplo
hats, masks
clothing appro
by law or by th

3.1.5 Employees m
is not damage
<<Insert Job
instances wh
safety at risk,

3.1.6 [Any employe
with food mus
wear any jew
for reasons of

clothing damaged or
sing item would place
h(s) will be replaced

ive clothing e.g. hard
d to wear protective
es whenever required

that protective clothing
s must be reported to
soon as possible. In
employee's health or
d immediately.]

machinery or working
ed back and must not
ese rules are in place

OR

3.1 [Employees whose jo
[customers] may wear
wearing of:

3.1.1 Revealing and

3.1.2 Un-ironed, sc

3.1.3 Shorts;

3.1.4 Scruffy and/or

3.1.5 Sports clothing

3.1.6 excessive or u

3.1.7 Clothing with s

ct with [clients] **OR**
is policy prohibits the

ffence.]

4. Monitoring and review

The Company will review t
it reflects appropriate stand

This policy does not form p
can amend it at any time.

odically to ensure that
s.

ns, and the Company