

We are updating our employee handbook, and we are wondering how other companies in the industry have handled certain policies. We are specifically looking at our dress code policy: we are curious as to how other companies have handled the difference between production staff and office staff dress code expectations.

Here is our dress code policy:

Dress Code

This is always a tough call in the workplace. We want our employees to look professional as it relates to their various positions since we may have clients or visitors in the office and/or in the plant at any time. Your appearance is important because it reflects on both the company and on you in the eyes of our customers, fellow employees, and visitors. For office personnel we believe that business casual clothing is appropriate for Monday through Thursday. Business casual does not include jeans, t-shirts, or athletic shoes. Jeans are allowed on Friday's in the office, unless we are expecting special visitors.

In our plant we require that your clothing also be appropriate for the work that you do. While jeans are allowed, they must be in good repair (no rips, holes or tears). While sleeveless shirts are acceptable, halter tops are not. Clothing must not have controversial or offensive works or pictures. Athletic shoes are acceptable, but open toe or open heel shoes or sandals are not acceptable in the plant.

All employees are expected to present an appropriate appearance and image that includes high standards of personal cleanliness, hygiene, and daily grooming.

Our policy simply says all employees are expected to dress appropriately for their jobs and maintain good personal hygiene.

Appropriate office attire is required. "Business casual" is acceptable for those employees in jobs that do not involve regular contact with people from the outside. Employees who will be representing the company in a meeting with customers, suppliers or guests are expected to dress appropriate. "Business casual" does not include jeans of any color, shorts and athletic shoes or flip/flops.

We have moved to jeans on Fridays if there are no meetings with anyone from the outside.

We put this reminder out during the summer when we have noticed that employees in the office get a little too casual.

We do not have a dress code for those out in the plant production area.

For Women in the office Summer Reminder

- Crop pants are acceptable
- Nice skirts or skorts are acceptable
- Dress Sandals and Dress flip flops are fine
- Jeans are acceptable on Friday's
- No ripped jeans/shorts or pants all year long

For Men in the office Summer Reminder

- Khaki or jean shorts acceptable on Friday's (no gym shorts)
- Jeans are acceptable on Friday's
- Nice t-shirts acceptable on Friday's
- No ripped jeans/shorts or pants all year

Production has company-supplied uniforms or can dress casual with their own attire as long as it's acceptable. Office is also casual throughout, although sales reps are business casual.

We use a "Dress For Your Day" policy ...

Policy Statement: To define appropriate attire for different work environments and allow coworkers to use good judgment when determining work attire that is consistent with their daily activities.

Guidelines:

1. All coworkers should dress appropriately depending on what type of business or work they will perform in the day. Clothing which may be appropriate when our coworkers are representing the Company to our customers, suppliers, interview candidates or public may not be appropriate when operating machinery or packing orders. And what is appropriate to wear one day may not be appropriate for the coworker to wear the next.
 2. All coworkers should be dressed in business casual attire when they are meeting anyone from outside our Company. Dress shirts, dress pants, dresses, skirts are appropriate.
 3. Office coworkers who are not personally meeting with anyone outside our company on a given day may dress casually. Casual dress includes slacks, shirts, sweaters, skirts, jeans, shorts (at or below the knee), and sweatshirts.
 4. Coworkers working in our Plant need to wear clothing that is comfortable and conducive to any safety issues in their work area. Examples of safety issues to consider are the wearing of loose clothing that could get caught in machinery.
 5. A coworker who comes to work dressed inappropriately should be counseled by the supervisor. Depending on the severity of inappropriateness and the distraction to others, the coworker may be sent home to change their clothes. Supervisors should follow our Progressive Discipline process with any coworker who continually dresses inappropriately in the work place.
 6. Additionally, there may be days when we have special guests or dignitaries in the building that may be designated as Business Casual attire dress days. We will announce these days in advance.
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We just revised our handbook. I copied our current policy to share:

EMPLOYEE APPEARANCE

All employees should be aware that they represent the Company to others. Their personal appearance and hygiene are important for promoting and influencing a positive Company image to everyone. All clothing should be presentable, in good repair, and properly fitted. A general rule to follow is to dress using good judgment and avoid style extremes.

Production Employees – Dress Code

Monday through Friday, all production employees are required to wear either Company logo shirts or “2 of 10” apparel which is provided by the Company. A clothing item given to you by a vendor, is acceptable only if the item encompasses a Company logo. You may wear clean and neat jeans, khakis or shorts with your logo wear. Athletic, hiking boots or steel-toes shoes are considered acceptable footwear. If your logo wear shirt is ruined due to working conditions, you should contact your supervisor immediately for a possible replacement.

Office Employees – Dress Code

Office employees, managers and supervisors are expected to comply with business casual dress on Monday through Thursday. Fridays are casual dress days and the only time jeans are acceptable work attire. Listed below are examples of appropriate and inappropriate business casual attire.

Appropriate Business Casual

- Casual pants (khakis, corduroy)
- Shirts (polos, henleys, etc)
- Sweaters, blouses, tops and sleeveless tops
- Cropped, capri pants
- Dressy walking shorts with coordinating jacket or sweater
- Dresses and skirts

Inappropriate Business Casual

- Clothing with holes (including jeans on Casual Fridays)
- Shorts, Bermuda Shorts or Biking Shorts
- Beach Sandals
- Hats and bandanas
- Worn or faded clothing
- Revealing or sheer clothing
- Midriff tops
- Sweat or jogging suits

Accessories such as jewelry, hairstyle, hair color and make-up should reflect good taste and present a professional appearance. Employee dress should be consistent with acceptable business decorum at all times.

This information is intended as a guideline for appropriate attire but is not a replacement for good judgment and taste. Management personnel and supervisors have the authority and obligation to send employees home if their appearance is not acceptable. Such time off will not be paid. If you have questions regarding appropriate dress, contact your supervisor or Human Resources.

Below is our dress code as outlined in our handbook:

Dress Code

This is always a tough call in the workplace – we want our staff members to look professional as it relates to their various positions since clients may be in the office at any time. Your appearance is important because it reflects on both the company and you in the eyes of customers, fellow workers, and visitors. We supply all of our full-time staff members with company apparel – we believe this contributes to a sense of professionalism and team spirit.

Our production staff members are supplied with up to 6 company shirts a year (replaced as needed) and we ask that they wear them daily. While jeans are allowed, they must be in good repair (no rips, holes, or tears). While sleeveless shirts are acceptable, halter tops are not. T-shirts must not have controversial or offensive words or pictures. Tennis shoes are acceptable but open-toe/open-heel shoes, sandals, and crocs are not.

Production staff members are allowed to wear shorts but the shorts can be no shorter than 2” above the knee and need to be a casual hemmed style (in other words, no cut offs). Sweat pants are not allowed.

Our signage and pre-press staff members also receive company shirts, and we encourage them to wear this apparel several days a week.

“Business casual” applies to our front office staff (administration, sales, client services), since clients and guests routinely visit our offices. Business casual is guided more by “what is not acceptable” than what is acceptable – no tank tops, midriff (halter) tops, t-shirts, sweat pants, or sweat shirts (except on designated special days such as professional sports team rallies). Crocs and flip-flops are not acceptable. If jeans are worn, they must be clean and neat and free from rips, holes, and tears – and we discourage wearing jeans if you will be meeting with a client (regardless of what the client wears). When going out into the plant, closed-toe shoes are required (so some staff members may want to keep an extra set of shoes in the office). In short, we rely on our professional staff members to ensure they convey a professional image at all times.

For our company, the production staff (pressroom personnel) all wear uniforms; supervisors wear company colored shirts with our company logo on them which company orders from Lands End. For office staff, it is business casual and Friday is jean day unless you will be meeting with customers that day then jeans are not permitted.

Dress Code

It is extremely important that the company is represented in the best possible light; therefore, we believe that should be reflected in your work attire and grooming. Furthermore, some parts of our dress code are important to ensure safety.

The following standards of dress and appearance are required:

Production Areas:

- Clothes and personal grooming must be clean and neat in appearance.
- No sleeveless tank tops or other revealing or ill-fitting clothing.
- Shoulder length hair must be secured when working near any moving machinery (this applies to men and women).
- As a safety precaution, on certain machines, loose fitting shirts must be tucked in and long sleeved shirts may not be worn.
- No sandals, flip flops, open-toe shoes or clogs
- No sexually suggestive or potentially offensive apparel
- No athletic wear i.e., sweatpants, spandex, leggings

Front Office:

- Business casual to include: (dresses, skirts, dress pants (including khakis) or dress shorts, capris, blouses, dress t-shirts, and sweaters)
- Jeans, allowed on Friday only (casual day), must be clean and neat in appearance. Discretion should be used when meeting with customers inside or outside the office.
- No revealing or ill-fitting clothing.
- No sexually suggestive or potentially offensive apparel

Please dress appropriately to your department – keep in mind that you are a professional person representing the company.

Department supervisors have the right and responsibility to point out any inappropriate attire. They may ask you to go home and change if necessary. This time will be unpaid for non-exempt employees.

We have a business casual dress code for the office. Production employees are offered uniform shirts and/or uniform pants if desired (but not required).

Shorts are not allowed. Clothing must be neat and clean and absent of any offensive slogans, tears, or cutoff.

We do not require steel shoes. However, all footwear on the production floor must be closed footwear (no mules, slides, sandals).

Appearance and Attire

XXXXXX maintains a policy that every employee shall be appropriately dressed for his or her respective work situation(s). Employees are expected at all times to present a well-groomed and professional image to customers, prospects, suppliers and the public. Acceptable personal appearance is an ongoing requirement of employment with XXXXXX.

Respectable denim pants (jeans) of any color may be worn on Milestone Anniversary Celebration days, and other days designated by the Executive Management Team (EMT). Shorts or T-shirts (unless provided by or approved by XXXXX), athletic clothing, sandals (applies to production areas), hats or caps while performing the duties of their job(s) are prohibited. It is also expected that all employees will present a neat and professional appearance and are not permitted to wear ripped or torn clothing. Hair should be clean and neatly groomed. If an operator has long hair (below the chin) and is working on or near rotating machinery, a hair net will be worn for safety purposes. Shirrtails are to be tucked in at all times, no exceptions. This applies to all production departments.

Sales Representatives

All XXXXX sales representatives are expected to dress in appropriate business attire when conducting business related activities. Sales personnel are expected to meet the standard of dress when with a customer or prospect that they are doing business with.

Department and Supervisory Personnel

The department heads of the following departments are expected to wear the company furnished shirts with the XXXXX logo: Prepress, Pressroom, Bindery, Fullfilment and Warehouse.

Department heads and other supervisory personnel are expected to follow the dress code guidelines for Office/Administrative Personnel.

Office/Administrative Personnel

All office/administrative employees are expected to dress in a professional manner adhering to the policies listed above in paragraph two.

Production Personnel

Employees in these departments are required to wear company-furnished uniforms. The uniforms will have the employee's name and the company logo on the shirt. The company will also supply a matching set of trousers. Employees in these departments are expected to wear the shirt and pant uniform supplied by the company. Shirrtails are to be tucked in at all times, no exceptions! If an employee works in a department that does not provide a company uniform, that employee is expected to dress appropriately for the job, adhering to the policies listed above in paragraph two.

XXXXXX is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

A. For all corporate and sales offices, employees in these locations (not working in a production environment) are required to dress in business formal attire. While the Company observes a Business Casual dress policy in some sales offices, there may be situations requiring more formal attire.

When employees are conducting or attending meetings, seminars, etc., and come in contact with other business professionals, they are expected to represent the Company in a professional manner and dress appropriately for conducting such businesses.

1. For men, examples of business formal include dress shirts, neckties, dress pants, dress shoes, dress socks, suit jackets/blazers (suit jackets are not required).

2. For women, examples of business formal include blouses, sweaters, sweater sets, suit jackets/blazers, pantsuits, skirts, dresses, dress pants, dress shoes.

B. For all other office environments at company facilities, including production and distribution facilities, employees are required to dress in business casual attire.

1. For men, examples of business casual are casual pants, e.g., Dockers, khakis, sports shirts, sweaters, casual shoes (non athletic), casual collared shirts, sweaters, golf-type shirts, and turtlenecks are acceptable.

2. For women, examples of business casual are slacks that are similar to Dockers, dressy capris, dress pants, denim dresses, skirts, blazers and casual shoes (non athletic) are acceptable.

3. Examples of inappropriate business casual attire are inappropriate slacks or pants include jeans (blue, black, white, red, etc.) cargo pants, sweatpants, exercise pants, shorts of any type, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking. Mini-skirts, tight-fitting skirts, and skorts are not appropriate. Likewise, T-shirts (unless worn under another blouse, shirt, jacket, or dress), collarless shirts for men, athletic jerseys, tank tops, midriff tops, sweatshirts, and shirts with potentially offensive words / terms / logos / pictures / cartoons / slogans; halter-tops etc. are also considered inappropriate.

C. For production/manufacturing/distribution environments, employees may dress casual. Site safety rules must be followed as not all examples listed below will apply in all areas of a facility.

1. Examples of acceptable casual attire are jeans or denim pants, overalls, t-shirts, flannel shirts, stirrup pants, cropped or capri length pants, shorts/skorts of an appropriate length (not cutoffs), exercise or athletic clothing (e.g., sweat or jogging suits), athletic shoes or footwear, sneakers, hiking boots, baseball caps. Closed toe and closed heel shoes are required in the manufacturing operation area.

D. Examples of attire not appropriate at any work location includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; torn, dirty, or frayed clothing; see-through or low cut apparel; dresses or skirts with revealing slits; beach/rubber sandals, flip flops and similar items of leisure attire; and unauthorized badges, insignias, pins, or other such items is unacceptable.

E. While visiting other offices, either internal or external (e.g., customer), the employee should adhere to the dress code of the facility he/she is visiting.

(continued on next page)

F. At its discretion, local leadership may allow employees to deviate from this policy with the appropriate Human Resources Manager and Vice President of Human Resources approval. On these occasions, the decision must encompass the whole site; employees are still expected to present a neat appearance and are not permitted to wear inappropriate clothing.

Pursuant to "F," our production facility has adopted Casual Fridays and allows office employees to wear nice jeans and athletic shoes.

Our production staff wear jeans and our office staff wear business casual Monday-Thursday. The business casual seems odd to me though, other places I have worked (production especially) have been all jeans all the time....

Our production staff must wear uniforms (company paid service) and office is business casual with safety considerations (closed toed shoes, etc) because office staff visits production floor often throughout the day.

Production employees receive uniforms and safety shoes. Office staff are allowed to wear jeans each day unless there's a business necessity that would require something else.

Appropriate	Inappropriate
Jeans	Shorts
Slacks	Yoga Pants/Leggings
Capri Pants/Crop Pants	Sweat Pants/Sweat Shirts
Skirts/Dresses	Graphic/Logo T-Shirts
Collared Shirts	Tank Tops
Blouses/Tops	Halter/Crop/Off the Shoulder Tops
Sweaters	Workout Clothes
Leather/Canvas Shoes & Sandals	Plastic/Rubber Shoes & Sandals
Boat Shoes/Loafers	Flip Flops
Athletic Shoes	

Attached is an article concerning Dress Codes published in the April 2016 MRA-HR Digest, that you may want to share (*editor's note: see the last page of this compilation*).

Warehouse Dress Policy

Personal Appearance

Your dress, personal appearance, cleanliness and demeanor are important to the professional image you present and also contributes to the morale of your team.

Warehouse Operations employee's dress code is casual and allows you to work in comfortable clothing. Clean jeans, work pants, and professional shorts (no more than 3 inches above the knee) without holes are acceptable. Pants or shorts should be worn at waist level (no sagging). No dresses or skirts are to be worn in the distribution areas.

Tee shirts and sweatshirts are allowed. Hooded sweatshirts cannot be worn with the hood up as this can block peripheral vision and can be dangerous when operating equipment or walking in the warehouse. Tank tops or any top that exposes the mid-section of your body are not permitted. Clothing that is tight, sheer, revealing, distracting, or provocative is also not permitted. Hats/caps and "beanies" with [REDACTED] logo are acceptable.

Any gang-related symbols, or other symbols that may be offensive to others, can't be worn or visible to others.

All issued clothing items worn must be clean and be presentable at all times. Clothing with unauthorized logos or inappropriate language or pictures is not allowed.

Driver Dress Policy

Personal Appearance

Your dress, personal appearance, cleanliness and demeanor are important to the professional image you present and also contributes to the morale of your team.

All [REDACTED] drivers are required to wear attire with a [REDACTED] logo. [REDACTED] will provide shirts, jackets and hats. All issued clothing items worn must be clean and be presentable at all times. Clothing with unauthorized logos or inappropriate language or pictures is not allowed. Tom jeans or pants are not allowed. In addition, steel-toed work boots are required, for which the Company will reimburse up to \$75.00 per calendar year.

Safety Shoe Policy

All [REDACTED] warehouse operations employees are required to wear steel toed shoes for which the company will reimburse up to \$75.00 per calendar year. Steel toed shoes or boots must conform to ANSI standards and labeled on the shoe if they meet this standard. Please submit your receipt to your manager for reimbursement within 30 days of your purchase. If the employee does not have steel toed shoes upon reporting to work, the employee will be sent home to retrieve them and this time will be unpaid time. Repeated occurrences will be addressed.

The MRA HR Digest had an excellent article about dress codes in April.

Our policy does not differentiate between production and office staff, however we do state that all company employees should "...ensure that their personal hygiene and dress projects a positive self and company image."

It's not uncommon though to have separate designations for appropriate dress within the personal appearance/dress code policy.

We require employees to dress appropriately for their work conditions. Therefore - for administrative staff business casual with jeans allowed on Fridays. For production staff – no loose clothing that could cause a safety issue while operating machines, nothing offensive as decided by management, and feet must be completely covered: no flip flops/sandals permitted.

E 11 UNIFORMS – DRESS CODE

With the ever changing world of style, color and materials, it is very easy to fall away from the professional image we portray to our customers. With safety, professional appearance and these changes in mind, we feel it necessary to stress our dress code policy.

All Production Employees –Uniforms (are required and provided). Jewelry, with the exception of post earrings, in the ears and shorter necklaces, are not acceptable. Hair length must be kept at collar length or must be tied up in a way that will not allow the hair to swing into a moving machine.

Temp Employees – Will be given uniforms after their 60 day anniversary and hired full time.

Administrative and EPP Employees - Appropriate office attire is required for all our administrative positions and Electronic Pre-Press Employees. Denim, tennis shoes, sweatshirts, T-shirts, tank or spaghetti strap tops, etc. are considered inappropriate.

Production and Administrative - Shoes must be full shoes in our production area, i.e. no open toes or clog type shoes. Sweat bands with no tails or loose ends will be allowed. Hats and other headwear will not be allowed. Cleavage, back end cracks and visible undergarments are considered unprofessional. Open jackets, shirt tails, ties, etc. should not be in and around operating machines.

Management reserves the right to determine if the employee's appearance is appropriate for the Company's safety and business needs

Our dress code has changed over the years. All of the production employees wear uniforms including managers. Office dress code is business casual – NO JEANS –however, we do have special days where jeans are acceptable such as holiday parties, jersey day etc.

Our production staff must wear company work shirts. We supply them initially upon hire and give a stipend each year to replace worn shirts and employees can also buy additional as needed. Production employees must wear clean and reasonably good condition jeans or work pants. In the summer months we do allow shorts in the production area as long as they are an appropriate length.

Office personnel are allowed to wear jeans as long as men have collared shirts on and women have business casual tops and appropriate shoes (no athletic shoes). No shorts, flip flops, etc. allowed in the office area

EMPLOYEE APPEARANCE

Personal appearance contributes to the impression others form about us and the company. Company employees are expected to care about their personal appearance and ensure that their hygiene and dress projects a positive self and company image. Our goal is to take advantage of a relaxed dress policy for increased workplace comfort, while still maintaining a professional work environment.

Business casual dress attire is appropriate for most situations. However, employees should dress in a more formal attire based on special meetings or customer visits.

Guidelines for Business Casual Dress:

When choosing a business casual wardrobe, it is important to use common sense and do everything possible to make the best impression for the Company. This chart offers suggestions and guidelines for business casual dress.

Acceptable	Not Acceptable
Traditional business wear, Jean, Khaki, corduroy, twill or Dockers-style pants, creased pants, skirts, dresses (no more than 4" above the knee)	Torn or frayed items, clothing with holes, low rise pants that bare the midriff
Traditional business wear, golf, polo or denim shirts with collars, banded-collar shirt, woven shirt, blouses (appropriate sleeveless and capped sleeves are allowed)	T-Shirts, tank tops (unless worn with a jacket or part of a sweater set), tube or halter tops, spaghetti straps, bare midriff tops, plunging necklines
Sweaters/cardigans, vests blazers, sport coats, turtlenecks, mock turtlenecks	*Sweatshirts, sweatpants, warm-up suits, spandex
Loafers, dress sandals, casual flat shoes or similar shoes	Athletic or **tennis shoes of any kind (canvas or leather), beach type flip flops
Capri pants (must be below the knee or longer)	Shorts
Clothing that fits properly and is clean and unwrinkled, shoes and accessories should fit the outfit.	Revealing or see-through clothing, excessively loose or form fitting clothing, torn, worn or frayed clothing, clothing with holes

* Clean, neat sweatshirts may be worn on days designated as "casual" such as Casual Fridays or days before a holiday.

** Athletic or tennis shoes may be worn if someone has a medical condition for which this style of comfortable shoe helps and may be worn on days designated as casual.

Interpretation

Managers and supervisors are responsible for discussing clothing options with employees who seem to be dressing inappropriately. Failure to comply with these guidelines will be considered a violation of Company policy.

If you are not sure what you're wearing is appropriate, at any time feel free to ask your supervisor or a representative from the Human Resources Department for additional guidance.

Shop Floor

For a list of shop floor safe attire, please refer to the safety section of this handbook.

Shirts: Shirts must be long enough to reach beyond the top of your pants so that skin or undergarments cannot be seen. Shirts with logos/designs must be free from vulgarities. Shirts with sleeves cut away must not expose undergarments.

Shorts: Shorts must be no shorter than fingertips with arms extended, or no more than 2 inches above the knee.

Machine Shop

Footwear: Steel-toed safety shoes must be worn while performing their daily job functions

Steel-Toed Shoe Reimbursement

There will be a \$40.00 reimbursement toward a pair of steel-toed shoes on an annual basis. A maximum of two years or \$80.00 can be applied toward the purchase with the last purchase being more than eighteen months prior.

Employees must submit a receipt of the purchase to the Safety Manager to be eligible for reimbursement.

FRAGRANCES

Fragrances and other strong scents can be more than just annoying; some people can literally be allergic to or suffer respiratory issues from the scents or combinations of scents that are too strong.

While most of us want to smell good, using too much fragrance can cause a problem for those who have fragrance sensitivity or have allergic reactions to some chemicals found in perfumes, colognes and other toiletries such as hand lotion, air fresheners and some cleaning materials. Cigarette smoke smell and body odor can have the same negative effect on people. These allergies have been documented and employers have had to make accommodations for individuals under the Americans with Disabilities Act.

Please be sure to tone down the amount of fragrance use while at work. If you are experiencing a problem with a particular smell from a colleague your first step should be to speak directly to them about your concern. If that doesn't help, speak with your supervisor.

SECTION 2: STANDARDS OF CONDUCT		POLICY 2.4: PERSONAL APPEARANCE & HYGIENE	
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POLICY:

The Company requires that employees' personal appearance and hygiene are appropriate to the specific work situation. For the most part, our Company has adopted a casual dress code at all locations. However, in the warehouse areas uniforms and safety shoes may be required. Also, employees located at client sites or who have off-site business are expected to dress consistent with the site worked at or being visited. On occasion, employees may be required to wear business attire or allowed to deviate from the guidelines due to unusual circumstances.

PROCEDURE:

Managers will monitor employees to ensure appropriate dress and hygiene and are responsible for enforcement of this policy in their departments.

The following are some general guidelines, although not all inclusive, for dress that is considered appropriate/inappropriate for our workplace:

Appropriate

Jeans
 Slacks
 Capri Pants/Crop Pants
 Skirts/Dresses
 Collared Shirts
 Blouses/Tops
 Sweaters
 Leather/Canvas Shoes & Sandals
 Boat Shoes/Loafers
 Athletic Shoes

Inappropriate

Shorts
 Yoga Pants/Leggings
 Sweat Pants/Sweat Shirts
 Graphic/Logo T-Shirts
 Tank Tops
 Halter/Crop/Off the Shoulder Tops
 Workout Clothes
 Plastic/Rubber Shoes & Sandals
 Beach Shoes & Sandals
 Flip Flops

All attire should be clean, not torn or frayed and not revealing. Employees are expected to present a neat appearance and are not permitted to wear any attire listed as inappropriate.

General guidelines for hygiene are that employees should come to work neat and clean. Perfumes, colognes or other grooming products may not be permitted if another employee is sensitive to the fragrance.

SECTION 2: STANDARDS OF CONDUCT		POLICY 2.4: PERSONAL APPEARANCE & HYGIENE	
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Any employee who does not meet the guidelines for appearance or hygiene may be required to take corrective action, which may include leaving the premises. A nonexempt employee will not be compensated for any work time missed because of failure to meet the guidelines of this policy.

Repeated disregard for personal appearance and hygiene is a violation of Company policy and will subject an employee to disciplinary action, up to and including termination.

The Only Dress Code You Will Ever Need: Stop Rewriting Your Company Dress Code Every Time the Weather or Fashion Changes

➔ ARE YOU TIRED OF FIGHTING FLIP FLOPS AND CROP TOPS, defining mini versus maxi, evaluating skorts versus shorts, or arguing that even though they are made by Coach they are still athletic shoes? I am not sure about you, but as an HR professional, serving as the fashion police does not feel productive. And trying to write a dress code that includes every possible scenario feels like a waste of time. Instead, let's develop a philosophy and a set of expectations that are based upon the culture of the organization.

Your organization's culture and leadership modeling should set the tone for how employees dress on the job. Instead of writing a long lists of do's and don'ts that simultaneously insult most of your employees and can be miserable to enforce, try setting the stage for what is expected. Tailor expectations about dress to who you are as an organization. What works at Facebook is unlikely to fit for the culture at Ernst and Young. There is no one-size-fits-all dress solution, and it is impossible to keep up with fashion trends.

As HR professionals, we should be advocating for policies that address all those that are in compliance and not those that are in violation. In reality, more than 90 percent of employees dress within the guidelines of their workplace without much thought about it, so why are we writing policy for the 10 percent?

Avoid long conversations in meetings about the new employee with the pierced nose and how the dress code needs to be updated. Let's empower supervisors so that they are not running to HR every time the jeans are "too distressed." Talk to your employees. Set the stage. If you see something in the interview process, address it then. If you see something of concern with a current employee, simply ask, "Do you believe how you are dressing today reflects the image we are trying to present to our customers?" Most likely you will never see those jeans again.

You can find many examples of lengthy, detailed—and, arguably, demeaning—dress codes. If your workplace is ready for a more progressive and trusting approach, consider this:

At company XYZ, we strive to create a culture of professionalism where customers are at the center of all we do. This is demonstrated by you and the other talented employees we hire, how you work, behave, communicate, and present yourselves to others. Employees are expected to wear clothing and accessories that represent our mission, vision, and values. Employees are asked not to wear anything that may offend or detract from a positive and professional encounter with customers and other workers. Also, since safety is core to our values, make sure you dress in accordance with safety procedures. Should you have questions about what is acceptable, please see your supervisor or Human Resources at any time. In the rare case that you make a choice of clothing or accessories that are not in line with our culture, your supervisor will address this and together you may decide on the best resolution.

Leaders: Start thinking now about two paragraphs instead of two pages for your dress code, and you may never need to update it again. 🙌

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