



LOGO

< Organization name >

Effective Date of Policy- DD/MM/YY

Dress Code Policy

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Dress Code Policy

Organizations design dress code policies for their employees to be professional in business and its culture.

It ensures that employees are well dressed and well groomed in the office especially during the meeting with clients and business associates.

The formal dress code includes suits, blazers, ties and formal shoes for men and sarees and formals for females.

Some organizations also follow the culture of dress down Friday in which employees are allowed to wear casual jeans, t-shirts etc. This won't apply if the employee has to meet a client or business associate.

What is a formal dress for men?

- A suit in a neutral color such as black, navy or gray
- Matching ties with suits especially for business meetings to look formal
- Collared button-up shirts
- Formal shoes in black or gray. Avoid loafers
- Well-groomed hair preferably short
- Nails must be short and clean

What is formal dress for women?

- A suit in neutral colors such as black or gray
- Pencil-cut or knee-length skirts, dress pants
- Flats, pumps, stilettos, open-toed heels, and closed kitten heels
- Formal shoes in black or gray. Avoid sports shoes.
- **Not Allowed:** Sportswear, hooded sweatshirts

General Guidelines of Dress Code Policy

Employees should follow specific guidelines related to the dress code policy:

- Clothes should be suitable for the work environment, and properly ironed with no wrinkles.
- Dirty clothes are not acceptable.
- Clothing with offensive or inappropriate designs are not allowed.
- The HR department decides on the clothes unsuitable for the work environment, and a warning letter will be issued in case of inappropriate clothing.
- Disciplinary action would be taken if the employee continues to wear inappropriate clothing after the warning letter.
- Employees should use their judgment to decide on appropriate clothes before leaving the workplace.



Importance of Dress Code Policy

1. Creates long-lasting impression

A formal dress code creates a long-lasting impression on the clients and business associates that they can trust them as a company or a brand. The first impression is the last impression so it should be pretty valuable.

2. Highlights Professionalism Level

A formal dress code represents a level of professionalism. The dress code of an employee should relate to the organization in which he is working. Before clients they describe themselves as a whole company/brand.

3. Establishes Reputation

When employees mingle outside the workplace people recognize them as the brand. Formal attire attracts potential partners when they speak with people of that status. It can also bring business to the company.



4. Enhances Credibility

The power of dressing formally can go beyond just looking dapper. Looking formal also enhances the credibility of the employees. People are likely to trust you and your brand.

5. Boosts confidence

When you look good, you feel good about yourself. A Formal dress code boosts employee's confidence and gives them extra energy throughout the day.

Dress Code Policy Template

ABC Ltd (name of the company) requires all employees to present themselves professionally regarding attitude and hygiene. These standards are aligned with our organizational code of conduct and professionalism.

The policy shall include the following:

1. Work appropriate hygiene
2. Acceptable grooming style
3. Appropriate business dress code
4. Personal protective equipment if applicable
5. Policy Compliance



Hygiene

ABC Ltd (name of the company) employees must meet hygiene standards during regular business hours.

- Maintain personal cleanliness by taking a bath daily
- Oral hygiene (brushing of teeth regularly)
- Use deodorant to avoid body odors.
- Clean and trimmed fingernails
- Wash hands after every meal

Personal Grooming

- Clothes must be clean, pressed in good condition
- Socks must be worn with shoes
- No dark sunglasses are allowed unless prescribed by a physician
- Moderate make-up
- Long hairs must be tied to ensure that they don't get caught in the equipment

To know more about the policy, please visit

www.zimyo.com