

Sample Dress Code Policy

As an organisation offering professional services in the market place, Company Name has a responsibility to ensure appropriate dress standards are maintained by all staff, whether or not they are required to meet clients, attend meetings or other forums in the public or business arena.

All staff are required to wear traditional business attire in the workplace. Casual attire may be considered appropriate on a few certain occasions, such as on a prescribed casual clothing day. In these instances, you will be notified by your manager that casual attire is appropriate.

At all other times, traditional business attire is to be worn. Traditional business attire comprises business suits with a tie for men, and suits or smart casual attire for women. Acceptable clothing is defined as:

- > Collared or crew necked shirts/blouses – no singlets
- > Smart casual trousers/pants or skirts/dresses – no torn jeans, shorts or ski pants
- > Dress or leather shoes – no thongs or casual sneakers
- > Protective clothing appropriate to the work being undertaken – i.e. head wear for sun protection
- > Personal Protective Equipment (PPE) or safety gear must be worn when required

Company Name does not tolerate scruffy, unkempt, or unprofessional attire, nor any extremes of fashion that may be offensive to co-workers, eg. midriff tops or body piercings.

Company Name reserves the right to send a staff member home to change where a staff member's clothing or appearance is determined to be unacceptable.