



Sample Business Dress Code Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to maintaining a professional work environment, we have established a dress code policy that all employees are expected to adhere to. Please review the guidelines below:

1. Business Attire:

- Employees are expected to dress in business attire Monday through Thursday.
- Business attire includes dress pants or skirts, dress shirts or blouses, and closed-toe shoes.
- Ties are optional for male employees, but encouraged for client-facing meetings.

2. Casual Fridays:

- On Fridays, employees may dress in business casual attire.
- Business casual attire includes khakis or dress pants, collared shirts, and loafers or dress shoes.
- Jeans, t-shirts, and sneakers are not permitted on Casual Fridays.

3. Special Events:

- For special events or client meetings, employees may be required to dress in formal business attire.
- Examples of formal business attire include suits, ties, and dress shoes for men, and dresses or pantsuits for women.

4. Personal Hygiene:

- Employees are expected to maintain good personal hygiene and grooming habits.
- This includes regular bathing, clean and neat hair, and trimmed facial hair for male employees.

We believe that maintaining a professional appearance contributes to a positive work environment and reflects positively on our company. If you have any questions or concerns about the dress code policy, please don't hesitate to reach out to HR.

Thank you for your cooperation.

[Company Name] HR Team

Sources:

- Dress Code Policy Guidelines: [\[link\]](#)
- Business Attire Definition: [\[link\]](#)
- Business Casual Attire Definition: [\[link\]](#)