

# EMPLOYEE DRESS CODE POLICY

---

At \_\_\_\_\_ [Employer Name], we believe that a clean and professional work environment is essential to our success. As such, all employees are required to maintain a neat and formal appearance that is suitable for the workplace. Our dress code policy is designed to help achieve this goal.

All employees must adhere to the following guidelines to ensure a professional and respectful work environment:

**Shirts:**

- Dress shirts
- Polo shirts
- Button-down shirts
- Sweaters or cardigans
- Blazers or sport coats
- Shirts with the company logo or branding
- T-shirts, tank tops, and other casual shirts
- \_\_\_\_\_

**Pants:**

- Khakis or dress pants
- Jeans with no rips or tears
- Shorts that are at or below knee length
- Athletic wear
- \_\_\_\_\_

**Shoes:**

- Dress shoes
- Loafers or other closed-toe, professional shoes
- Mules, sneakers, sandals, and other casual shoes
- Open-toed shoes
- \_\_\_\_\_

[Exceptions]

---

By signing below, I acknowledge that I have read and understand the dress code policy of \_\_\_\_\_ [Employer Name]. I agree to adhere to this policy and understand that failure to do



so may result in disciplinary action.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

