

# Standard Operating Procedure (SOP): Employee Hygiene and Grooming Standards

This SOP establishes **employee hygiene and grooming standards** to maintain a clean, professional, and safe work environment. It covers personal cleanliness, appropriate attire, hair and nail maintenance, use of personal protective equipment, and guidelines for reporting health issues. Adhering to these standards helps prevent contamination, promotes health and safety, and supports a positive workplace image.

## 1. Purpose

To provide clear guidance on hygiene and grooming requirements for employees to promote a healthy and professional workplace.

## 2. Scope

This SOP applies to all employees, contractors, and temporary staff working on company premises.

## 3. Responsibilities

- **Employees:** Adhere to the hygiene and grooming standards outlined in this SOP.
- **Supervisors/Managers:** Enforce and monitor compliance with these standards.
- **HR Department:** Communicate standards and provide training as necessary.

## 4. Personal Cleanliness

- Bathe or shower daily; maintain body and oral hygiene.
- Use deodorant or antiperspirant as needed.
- Wear clean, laundered clothing and uniform each day.
- Wash hands frequently, especially before starting work, after restroom use, and after handling potentially contaminated items.

## 5. Appropriate Attire

- Wear attire or uniforms provided that are appropriate for the job role.
- Clothing should be free of excessive wrinkles, tears, or stains.
- Avoid jewelry or accessories that may present a contamination risk (e.g., rings, loose bracelets, dangling earrings).
- Footwear must be closed-toe, clean, and comply with safety standards.

## 6. Hair and Nail Maintenance

- Hair must be clean, properly groomed, and tied back if shoulder-length or longer.
- Facial hair must be neatly trimmed and maintained.
- Fingernails should be kept short, clean, and free of nail polish or artificial nails if handling food or sensitive materials.

## 7. Personal Protective Equipment (PPE)

- Wear PPE required for your role (e.g., gloves, hairnets, masks, aprons).
- Replace PPE as needed; do not reuse single-use items.
- Ensure PPE fits properly and is kept clean.

## 8. Reporting Health Issues

- Report any symptoms of illness (e.g., fever, vomiting, diarrhea, open wounds) to your supervisor immediately.
- Do not come to work when experiencing contagious symptoms or conditions.
- Follow company procedures for medical clearance and return to work after illness.

## 9. Compliance & Disciplinary Action

- Non-compliance with these standards may result in corrective action up to and including termination.
- Supervisors are responsible for monitoring and documenting compliance.

## 10. Revision History

| Version | Date       | Description of Change | Approved By |
|---------|------------|-----------------------|-------------|
| 1.0     | 2024-06-01 | Initial creation      | HR Manager  |

*This SOP is reviewed annually or as needed based on regulatory or organizational changes.*