

# SOP: Staff Grooming and Uniform Requirements

This SOP defines **staff grooming and uniform requirements**, including standards for personal appearance, hygiene practices, uniform specifications, dress code compliance, and the importance of maintaining a professional image. The objective is to ensure all employees present a consistent and polished appearance that reflects the organization's values and promotes a safe, respectful, and hygienic workplace environment.

## 1. Purpose

To establish clear standards for staff grooming and uniform to maintain consistency, enhance professionalism, ensure safety, and promote hygienic workplace practices.

## 2. Scope

This SOP applies to all employees and temporary staff, including contractors, who are required to wear uniforms or conform to grooming standards while representing the organization.

## 3. Responsibilities

- **Managers/Supervisors:** Ensure all team members comply with grooming and uniform policies. Provide guidance and corrective action if necessary.
- **Staff:** Adhere to all requirements at all times during work hours.
- **HR Department:** Communicate policies, address concerns, and manage uniform issuance or replacements.

## 4. Grooming and Hygiene Standards

- Maintain a neat, clean, and professional appearance at all times.
- Practice good personal hygiene (bathe regularly, use deodorant, and ensure clean hair, teeth, and fingernails).
- Hair must be clean, well-groomed, and kept away from the face. Long hair should be tied back neatly.
- Facial hair (if permitted) must be neatly trimmed.
- Fingernails must be clean, trimmed, and of a safe length. Avoid excessive nail polish or decorations.
- Minimal use of cosmetics, perfume, or cologne to respect sensitivities of colleagues and clients.
- No visible tattoos or body piercing jewelry, except for one pair of small stud earrings (unless otherwise approved).

## 5. Uniform and Dress Code Standards

Item	Requirement
Uniform	Clean, pressed, and free of stains or tears. Replace if damaged.
Name Tag/ID Badge	Must be worn at all times as per role requirements.
Shoes	Closed-toe, clean, and suitable for the work environment. Non-slip where required.
Accessories	Simple and safe. Avoid large, dangling, or excessive jewelry and accessories.
Head Coverings	Permitted only for medical, safety, or approved religious reasons.

## 6. Dress Code Compliance

- Employees must adhere to dress code and grooming requirements at all times during work hours.
- Non-compliance will lead to corrective action as per HR policy.
- Repeated violations may result in disciplinary measures up to and including termination of employment.

## 7. Exceptions

Requests for exceptions (due to religious practices, medical needs, etc.) must be submitted in writing to HR and will be evaluated on a case-by-case basis.

## 8. Review and Revision

This SOP will be reviewed annually or as needed to ensure continued relevance and effectiveness.

## **9. References/Related Documents**

- Employee Handbook
- Health and Safety Policy
- Disciplinary Policy