

Standard Operating Procedure (SOP)

Employee Hygiene and Dress Code Standards

1. Purpose

This SOP establishes **employee hygiene and dress code standards** to maintain a professional and sanitary work environment. It covers personal cleanliness, appropriate attire, grooming requirements, and the use of protective clothing and equipment. The goal is to promote health, safety, and a positive company image by ensuring all employees adhere to set guidelines regarding hygiene and dress code.

2. Scope

This SOP applies to all company employees and contractors while working on company premises or representing the company externally.

3. Responsibilities

- **Employees:** Adhere to all hygiene and dress code guidelines.
- **Supervisors/Managers:** Monitor employee compliance and provide guidance as necessary.
- **Human Resources:** Communicate standards and handle non-compliance.

4. Procedures

4.1 Personal Cleanliness

- Shower or bathe daily to maintain good personal hygiene.
- Use deodorant or antiperspirant.
- Hands must be washed regularly, especially after using the restroom, eating, or handling unclean items.
- Keep fingernails clean, trimmed, and without excessive nail polish or artificial nails (especially in food/health-related roles).

4.2 Grooming Standards

- Hair must be clean, neat, and away from the face. Long hair should be tied back if required by role.
- Facial hair must be clean, neatly trimmed, or clean-shaven as specified by department.
- Strong perfumes or colognes should be avoided.

4.3 Dress Code

- Wear clean, well-maintained clothing appropriate to your job function (see table below).
- Clothing should not have offensive graphics or language.
- Closed-toe shoes are required in all operational areas.
- Jewelry should be minimal and comply with safety guidelines (no dangling earrings, bracelets, etc. in production/clinical roles).

Department/Role	Required Attire	Notes
Office/Administrative	Business casual attire	No jeans, shorts, or athletic wear
Production/Operations	Uniform or designated workwear	Protective equipment as required
Laboratory/Clinical	Lab coats, scrubs, or designated attire	No open-toe footwear; use PPE at all times
Field/Site Staff	Appropriate field gear, company-branded attire	Adhere to safety and weather requirements

4.4 Protective Clothing and Equipment

- Employees must wear all required protective clothing and equipment provided by the company when in designated areas.

- All protective gear must be kept in good condition and replaced as needed.

5. Non-Compliance

- Non-compliance with these standards will result in appropriate corrective action, up to and including disciplinary measures as outlined in the employee handbook.

6. Review and Updates

- This SOP will be reviewed annually and updated as necessary by Human Resources in coordination with department heads.

Approval: _____ **Date:** _____