

# Standard Operating Procedure (SOP)

## Uniform and Dress Code Guidelines

This SOP provides comprehensive **uniform and dress code guidelines** to ensure a professional and consistent appearance among employees. It covers acceptable clothing styles, grooming standards, appropriate use of company-branded attire, safety gear requirements, and accommodations for cultural or religious dress. The goal is to promote a cohesive work environment, maintain safety standards, and reflect the company's values and brand image effectively.

### 1. Purpose

To establish clear instructions for employee attire and grooming to ensure a professional corporate image, employee safety, and respect for cultural/religious diversity.

### 2. Scope

This policy applies to all employees, contractors, interns, and temporary staff representing the company, both on-premises and at off-site company events.

### 3. Responsibilities

- **HR Department:** Communicate and enforce dress code policy; handle requests for accommodations.
- **Supervisors/Managers:** Monitor compliance and address violations.
- **Employees:** Adhere to all dress code requirements.

### 4. Guidelines

#### 4.1 General Attire

- Company-issued uniforms or business attire must be worn as specified for each role or department.
- Clothing must be clean, well-maintained, and appropriately fitted.
- Company-branded apparel should be visible when required.
- Casual attire may be allowed on designated days and must be neat and inoffensive.

#### 4.2 Grooming Standards

- Personal hygiene must be maintained at all times.
- Hair should be kept tidy; long hair may need to be tied back for safety.
- Facial hair must be kept neat and trimmed.
- Use of strong fragrances should be minimized.

#### 4.3 Safety Gear & PPE (Personal Protective Equipment)

- All mandatory safety gear (e.g., helmets, goggles, gloves, safety shoes) must be worn where specified.
- PPE must meet company and legal safety standards.
- No unauthorized modifications to safety gear are permitted.

#### 4.4 Prohibited Attire

- Clothing with offensive or inappropriate graphics/language.
- Excessively torn, dirty, or revealing clothing.
- Open-toed shoes (unless specified otherwise for office roles).

#### 4.5 Accommodations

- Requests for cultural, religious, or medical accommodations should be directed to HR.
- Such accommodations will be assessed in compliance with applicable laws and the company's inclusion policy.

### 5. Compliance & Disciplinary Action

- Non-compliance with these guidelines may result in verbal/written warnings or further disciplinary action per company policy.
- Employees will be provided the opportunity to rectify dress/grooming issues when possible.

## 6. Review & Updates

- This SOP will be reviewed annually, or as required to ensure relevance and compliance with current standards and regulations.

## 7. Contact

For questions or further clarification, please contact the Human Resources Department at [hr@company.com](mailto:hr@company.com).