

SOP: Uniform, Grooming, and Staff Personal Hygiene Standards

This SOP defines the **uniform, grooming, and staff personal hygiene standards** necessary to maintain a professional appearance, promote workplace safety, and ensure a healthy environment. It covers uniform requirements, grooming guidelines, personal hygiene practices, and compliance expectations, aiming to enhance employee presentation, prevent cross-contamination, and uphold company reputation.

1. Purpose

To establish clear guidelines and expectations for staff appearance and hygiene to maintain professionalism, safety, and public confidence.

2. Scope

This SOP applies to all employees and contractors who represent the company on or off-site, during work hours.

3. Responsibilities

- **Management:** Ensure enforcement of standards and provide necessary resources (uniforms, hygiene supplies).
- **Supervisors:** Monitor compliance, address non-conformances.
- **Staff:** Adhere to all uniform, grooming, and hygiene requirements.

4. Uniform Requirements

Item	Standard
Shirt/Blouse	Clean, pressed, company-issued; free of stains and tears
Pants/Skirt	Approved colors/styles; maintained in good condition
Shoes	Closed-toe, slip-resistant, clean, appropriate for duties
Name Badge/ID	Visible at all times while on duty
Head Covering (if applicable)	Company-assigned, clean, and worn as required

5. Grooming Guidelines

- Hair must be clean, neat, and tied back if it extends below the collar.
- Facial hair (if permitted) must be trimmed and tidy.
- Nails trimmed, clean; nail polish (if worn) should be neutral and non-chipped.
- Minimal, conservative use of cosmetics and jewelry (one stud per ear; no dangling earrings).
- No visible tattoos or body piercings except as permitted by company policy.
- Fragrances should be subtle to avoid discomfort of coworkers/customers.

6. Personal Hygiene Practices

- Shower and use deodorant daily.
- Maintain clean teeth and fresh breath.
- Wash hands regularly, especially after restroom use and before handling food or equipment.
- Uniforms must be laundered between shifts; no re-wearing soiled uniforms.
- Report any infectious illness to a supervisor before starting work.

7. Compliance & Corrective Actions

- Non-compliance with these standards may result in verbal or written warnings and, for repeated violations, disciplinary action.

- Supervisors may send staff home to correct violations if necessary. Repeated disregard for policy may result in further action.
- Staff should report difficulties in meeting standards to management for support or accommodation as required by law.

8. Review and Update

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

9. Sign-Off

Approved by: _____ Date: _____