

Standard Operating Procedure (SOP): Chauffeur Dress Code and Grooming Standards

This SOP defines the **chauffeur dress code and grooming standards**, specifying appropriate attire, uniform requirements, personal hygiene, and grooming expectations to ensure a professional appearance. It covers guidelines on clothing, footwear, accessories, hair, and overall presentation to maintain a polished and respectful image while representing clients and the organization.

1. Purpose

To establish clear guidelines for the dress code and grooming standards of chauffeurs, promoting professionalism and enhancing the organization's image.

2. Scope

This SOP applies to all employed chauffeurs, including temporary and contract personnel, while on duty or representing the organization in any official capacity.

3. Responsibilities

- **Chauffeurs:** Adhere to dress code and grooming requirements at all times.
- **Supervisors/Managers:** Enforce compliance, conduct regular checks, and provide guidance as needed.
- **HR/Administration:** Communicate updates and manage complaints or exceptions.

4. Procedure

4.1 Clothing & Uniform

- Uniform must be company-issued or approved (e.g., dark suit, dress slacks/skirt, white/light shirt/blouse, and company tie/scarf if required).
- Clothing must be clean, well-pressed, and in good repair- no visible stains, wrinkles, tears, or holes.
- Jackets or blazers must be worn on formal assignments unless weather or specific duties dictate otherwise.
- Casual attire, jeans, shorts, and t-shirts are strictly prohibited.

4.2 Footwear

- Polished, closed-toe dress shoes in black or dark brown.
- Footwear must be in good condition, clean, and free of excessive wear.
- Athletic shoes, sandals, or open-toed footwear are not permitted.

4.3 Accessories

- Minimal, discreet accessories only (watch, wedding ring, simple tie pin/cufflinks).
- Company-issued ID badge must be worn as per policy.
- No visible tattoos or body piercings (other than conservative earrings for women, if permitted by policy).
- Hats and gloves (if worn) must be company-issued or approved.

4.4 Personal Hygiene & Grooming

- Daily bathing, oral hygiene, and use of deodorant are mandatory.
- Fingernails must be clean, trimmed, and well-kept.
- Salt or strong scents (perfume, aftershave, food) should be avoided or kept minimal.

4.5 Hair & Facial Hair

- Hair must be clean, neat, and styled conservatively away from the face.
- Long hair must be secured in a ponytail or bun if shoulder length or longer.
- Facial hair, if worn, should be neatly trimmed and maintained; otherwise, chauffeurs must be clean-shaven.
- No unconventional hair colors or extreme hairstyles permitted.

4.6 General Presentation

- Posture should be confident and respectful.

- Uniforms should be regularly laundered and replaced as needed.
- Regular self-inspection prior to duty commencement.

5. Non-Compliance

1. Non-compliance will result in verbal and/or written warnings.
2. Repeated breach of dress code and grooming standards may result in disciplinary action, including suspension or dismissal.

6. Revision & Review

This SOP will be reviewed annually or upon significant policy or operational changes.

7. Reference

- Company Employee Handbook
- HR Dress Code Policies