

SOP: Staff Grooming and Uniform Standards

This SOP establishes clear **staff grooming and uniform standards** to ensure a professional and consistent appearance among all employees. It covers guidelines for personal hygiene, appropriate work attire, uniform maintenance, and acceptable accessories. The objective is to promote a positive company image, enhance workplace safety, and maintain hygiene standards by enforcing uniform policies and grooming expectations.

1. Purpose

To define and communicate the requirements for staff grooming and uniform standards, ensuring professionalism, safety, and hygiene in the workplace.

2. Scope

This SOP applies to all employees, contractors, and temporary staff representing the company at any location or event.

3. Responsibilities

- **Employees:** Follow all grooming and uniform requirements at all times while on duty.
- **Supervisors/Managers:** Enforce compliance, address violations, and provide guidance as needed.
- **HR Department:** Communicate updates and handle exemption requests.

4. Guidelines

4.1 Personal Hygiene

- Maintain high standards of cleanliness and personal hygiene at all times.
- Bathe/shower daily and use deodorant or antiperspirant.
- Fingernails must be clean, trimmed, and without excessive polish or decoration.
- Oral hygiene is expected; breath should be fresh when interacting with customers or coworkers.

4.2 Hair and Facial Hair

- Hair must be clean, well-groomed, and neatly styled.
- Long hair should be tied back or restrained if required for safety or food handling.
- Facial hair (beards, mustaches) should be neatly trimmed and clean.

4.3 Uniform Standards

- Wear issued uniforms or approved work attire as required per department.
- Uniforms must be clean, tidy, and free from wrinkles, tears, or stains.
- Uniforms should be worn as intended and not altered without approval.
- Proper footwear must be worn as per department safety guidelines.

4.4 Accessories and Jewelry

- Minimal jewelry is permitted; no large or dangling accessories.
- No visible body piercings (except for small, stud earrings) are allowed.
- Accessories should not interfere with uniform function or pose a safety/hygiene risk.
- Company-issued name badges must be worn and visible at all times while on duty.

4.5 Prohibited Items

- No visible tattoos (must be concealed where possible).
- No hats, caps, or headscarves unless part of the uniform or for approved religious/medical reasons.
- No open-toed shoes, slippers, or sandals unless specifically authorized.

5. Uniform Maintenance

- Uniforms are the responsibility of the employee and must be maintained in a presentable condition.
- Damaged or excessively worn uniforms must be reported and replaced promptly.
- Laundry and care instructions provided by the company must be followed.

6. Non-Compliance

- Non-compliance with these standards may result in disciplinary action, including verbal/written warnings, suspension, or termination.
- Employees seeking exemptions must present valid reasons (e.g., medical, religious) to the HR department for consideration.

7. Review & Updates

- This SOP will be reviewed annually or as necessary to ensure alignment with best practices and regulatory requirements.

8. Revision History

Date	Version	Description of Change	Approved By
2024-06-01	1.0	Initial version	HR Manager