

# SOP: Staff Hygiene and Grooming Requirements

This SOP establishes **staff hygiene and grooming requirements** to maintain a clean and professional work environment. It outlines standards for personal cleanliness, appropriate attire, hair and nail care, and the use of personal protective equipment. Adherence to these guidelines is essential to promote health, prevent contamination, and ensure a positive impression on clients and colleagues.

## 1. Purpose

To define minimum standards for personal hygiene and grooming to prevent contamination, support workplace safety, and present a professional image.

## 2. Scope

This SOP applies to all staff, contractors, and temporary personnel working on company premises or representing the company off-site.

## 3. Responsibilities

- All staff must comply with hygiene and grooming requirements.
- Supervisors are responsible for monitoring compliance and addressing violations.
- HR will provide training and manage documentation.

## 4. Procedure

### 4.1 Personal Cleanliness

- Bathe or shower daily and maintain overall body cleanliness.
- Use deodorant or antiperspirant as needed.
- Maintain fresh breath; oral hygiene is required (e.g., daily brushing and flossing).

### 4.2 Attire

- Wear the organization's approved uniform or designated professional attire.
- Ensure clothing is clean, unwrinkled, and in good condition.
- Avoid wearing excessive jewelry or accessories.

### 4.3 Hair and Nail Care

- Keep hair clean, neat, and appropriately styled or restrained according to job function.
- Facial hair should be neatly trimmed or clean-shaven (as required).
- Keep fingernails short, clean, and free from polish or artificial nails, if in food or healthcare areas.

### 4.4 Personal Protective Equipment (PPE)

- Wear required PPE (e.g., gloves, hairnets, masks) as specified for the job function.
- Ensure PPE is clean and replaced as needed.

### 4.5 Prohibited Practices

- No strong perfumes, colognes, or fragranced lotions.
- No eating, drinking, or chewing gum outside designated areas.

## 5. Non-Compliance

Failure to adhere to this SOP may result in disciplinary action, up to and including termination, depending on the severity and frequency of non-compliance.

## 6. Training

All staff will receive initial and refresher training on hygiene and grooming requirements during onboarding and annually.

thereafter.

## 7. Review

This SOP will be reviewed annually and revised as necessary to ensure continued relevancy and compliance with regulations.

## 8. Approval

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_