

SOP Template: Personal Hygiene Requirements and Grooming Standards

This SOP establishes **personal hygiene requirements and grooming standards** to promote a clean, professional, and healthy work environment. It covers guidelines on daily hygiene practices, appropriate attire, grooming habits, and the use of personal protective equipment (PPE) where necessary. The policy aims to prevent contamination, enhance employee well-being, and maintain a positive company image through consistent and effective hygiene and grooming protocols.

1. Purpose

To define and enforce personal hygiene and grooming standards for all employees in order to:

- Ensure the safety, health, and well-being of staff.
- Maintain a clean and professional work environment.
- Prevent contamination and promote good public image.

2. Scope

This SOP applies to all employees, contractors, and visitors working within company premises or representing the company in any capacity.

3. Responsibilities

- **All Employees:** Adhere to hygiene and grooming standards at all times.
- **Supervisors/Managers:** Monitor compliance and address non-conformities.
- **HR Department:** Provide guidance and training on personal hygiene and grooming.

4. Personal Hygiene Requirements

- Shower or bathe daily.
- Use deodorant or antiperspirant to control body odor.
- Maintain clean and trimmed fingernails. No false nails or nail polish in food/contact-sensitive areas.
- Wash hands thoroughly with soap and water:
 - Before starting work
 - After using the restroom
 - After eating, drinking, coughing, or sneezing
 - After handling trash or waste
- Keep hair clean, neat, and tied back if longer than shoulder-length.
- Refrain from wearing strong fragrances in shared or food-sensitive environments.
- Keep faces clean-shaven or facial hair neatly trimmed and maintained.

5. Grooming Standards

- Wear clean, pressed, and appropriate company-approved attire/uniform.
- Clothing must be in good condition and free from offensive graphics or text.
- Wear closed-toed, non-slip footwear where required.
- Jewelry should be minimal; no dangling or excessive items allowed in safety-sensitive areas.
- Makeup, if worn, should be conservative and appropriate for the workplace.

6. Use of Personal Protective Equipment (PPE)

- Wear PPE as required for specific tasks or areas (e.g. gloves, masks, hairnets, safety glasses, etc.).
- PPE must fit properly and be worn according to manufacturer's instructions.
- Report any damaged or malfunctioning PPE immediately.

7. Non-Compliance Consequences

Level	Description	Action
First Offense	Failure to meet hygiene/grooming standards	Verbal warning and retraining
Second Offense	Repeated non-compliance	Written warning
Subsequent Offenses	Ongoing failure to comply	Disciplinary action, up to termination

8. Review and Revision

- This SOP will be reviewed annually or as needed to ensure continued relevance and compliance with regulatory requirements.
- Revisions must be approved by Management and Communication teams before implementation.

9. Acknowledgment

All employees must read, understand, and sign acknowledgment of this SOP as part of onboarding and annually thereafter.