

Standard Operating Procedure (SOP)

Uniform and Dress Code Policy

This SOP establishes the **uniform and dress code policy**, detailing the standards for appropriate attire, grooming, and appearance for all employees. It aims to promote a professional image, ensure safety and comfort, and maintain consistency across the organization by defining acceptable clothing, footwear, and accessories, as well as guidelines for special circumstances and exceptions.

1. Purpose

To define the guidelines for uniforms and dress code to maintain professionalism, safety, comfort, and consistency for all employees.

2. Scope

This policy applies to all employees, contractors, interns, and temporary staff of [Company Name], during working hours and at work-related events.

3. Responsibilities

- **Employees:** Adhere to the uniform and dress code policy at all times.
- **Supervisors/Managers:** Monitor compliance and address violations.
- **HR Department:** Communicate the policy, handle exceptions, and maintain records.

4. Dress Code Standards

Category	Acceptable	Unacceptable
Clothing	Uniform (if provided), business casual or attire appropriate to job role, clean and well-maintained clothes	Ripped/torn clothing, offensive prints, excessively casual wear (e.g., pajamas, shorts unless approved)
Footwear	Closed-toe shoes, safety boots (as required), professional footwear	Flip-flops, sandals (unless approved), dirty or worn-out shoes
Accessories	Minimal jewelry, company ID badge, equipment as required for safety	Excessive jewelry, distracting accessories, unsafe items
Grooming	Neat, clean hair; moderate makeup; facial hair trimmed	Unkempt hair, excessive cologne/perfume, improper hygiene

5. Special Circumstances and Exceptions

- **Medical, religious, or cultural exemptions** may be requested in writing and reviewed by HR.
- Occasional "dress-down days" or events will be communicated in advance.
- PPE (Personal Protective Equipment) requirements override this policy where applicable.

6. Policy Compliance

- Violations will be addressed according to the disciplinary procedures outlined in the employee handbook.
- Repeated violations may result in further disciplinary action, up to and including termination.
- Employees uncertain about acceptable attire should consult HR or their manager before their shift.

7. Review and Revision

This SOP will be reviewed annually and updated as necessary to ensure continued relevance and compliance with organizational and regulatory requirements.

8. References

- Employee Handbook
- Health & Safety Guidelines

Approval: _____ **Date:** _____