**DRESS AND APPEARANCE POLICY**

**COMMITMENT TO PROFESSIONAL STANDARDS**

At [EMPLOYER'S NAME], we strive to maintain a workplace that reflects professionalism, fosters a positive atmosphere, and supports the needs of our business. Employees are expected to dress in a manner that is neat, clean, and appropriate for their specific roles, while upholding the company’s image to [clients/customers/vendors/visitors/the public]. This policy ensures that employee attire aligns with the organization’s goals of professionalism, safety, and effective representation.

**EXPECTATIONS FOR DRESS AND GROOMING**

Employees should:

* Maintain a clean, tidy, and professional appearance.
* Wear clothing appropriate for their roles, taking into account [safety protocols/client interactions/public-facing responsibilities].
* Exercise good judgment and adhere to attire standards that project professionalism and efficiency.

**ADDRESSING INAPPROPRIATE ATTIRE**

Employees whose clothing or appearance does not meet the standards outlined in this policy may be deemed unfit to remain at work. Such employees:

* [May/will] be asked to leave the workplace to change into appropriate attire.]
* [Will not be compensated for the time spent away from work while addressing the issue.]
* May be subject to disciplinary action for repeated or willful violations of the policy.

**QUESTIONS OR CLARIFICATIONS**

Employees with questions about appropriate workplace attire or concerns about dress and grooming expectations should contact their [supervisor/manager/Human Resources representative] for guidance.

This policy is designed to balance professionalism with individual expression while ensuring that workplace attire supports the company’s objectives and aligns with business needs.

**UNIFORM REQUIREMENTS**

Professional uniform standards

Certain job roles at [EMPLOYER'S NAME] require employees to wear uniforms to maintain a cohesive and professional appearance. Uniforms [bearing the organization’s logo/consisting of [[COLOR] shirts and [COLOR] pants]] will be provided by [EMPLOYER'S NAME].

Employees in these roles are expected to:

* Arrive at work wearing their assigned uniforms.
* Ensure that uniforms are clean, well-maintained, and presentable at all times.

Responsibilities for uniform care

Employees are responsible for the care and upkeep of their uniforms to ensure they meet workplace standards. [EMPLOYER'S NAME] may provide guidelines for uniform cleaning and maintenance to support employees in fulfilling these requirements.

**GENERAL EXPECTATIONS**

At [EMPLOYER'S NAME], our workplace fosters a [business casual/relaxed] environment while maintaining professionalism and respect for all colleagues, clients, and visitors. Employees are expected to use good judgment and adhere to these guidelines, which outline acceptable and unacceptable attire. Specific requirements may vary between [departments/business units]; employees with questions should consult their [supervisor/department head/Human Resources representative].

Since it is impractical to list every type of clothing, the following examples are illustrative and not exhaustive.

Acceptable attire

Examples of appropriate workplace clothing include:

* Business suits.
* Sport jackets.
* Pants.
* Sweaters and blouses.
* Dresses and skirts.
* Dress shoes.

Unacceptable attire

Clothing items not suitable for the workplace include:

* Jeans.
* Shorts.
* T-shirts.
* Track suits or sweat suits.
* Leggings or yoga pants.
* Sweatshirts.
* Sleeveless tops.
* Midriff-baring tops.
* Baseball caps, knit caps, or hats.
* Open-toed shoes, sandals, or flip-flops.
* Sneakers.
* Clothing that contains visible slogans, messages, logos, or advertising unrelated to [EMPLOYER'S NAME].

Clothing and accessory standards

Clothing and accessories must not display:

* Offensive, harassing, or discriminatory language, imagery, or slogans.
* [Political] messages or advertising that may disrupt the workplace environment.

Clarifications and expectations

Employees are encouraged to address any uncertainties regarding workplace attire with their [supervisor/department head/Human Resources representative]. These guidelines support [EMPLOYER'S NAME]’s commitment to maintaining a respectful, professional, and inclusive work environment.

**FRAGRANCE-FREE WORKPLACE**

Creating a comfortable work environment

[EMPLOYER'S NAME] is committed to fostering a comfortable and inclusive work environment for all employees, clients, and visitors. To accommodate individuals with sensitivities or allergies to fragrances, [EMPLOYER'S NAME] enforces a fragrance-free workplace policy.

Guidelines for fragrance use

Employees are required to avoid wearing or bringing into the workplace any scented products that others can detect, including but not limited to:

* Perfumes or colognes.
* Scented body lotions or powders.
* Fragrant oils or sprays.

In addition, the use of scented items such as:

* Candles,
* Potpourri, or
* Air fresheners,

is strictly prohibited in the workplace.

Supporting a sensitive workplace

This policy ensures a considerate environment for everyone and minimizes potential health or comfort issues related to fragrances. Employees with questions about this policy or its implementation should contact the [DEPARTMENT NAME] Department.

**SUPPORTING A SENSITIVE WORKPLACE**

Ensuring equal access and inclusivity

[EMPLOYER'S NAME] is committed to providing an inclusive workplace where all employees can perform their duties effectively. Employees who need a reasonable accommodation due to:

* Religious practices,
* Pregnancy or related conditions,
* Disabilities, or
* Other grounds protected by federal, state, or local laws, including the laws of Indiana,

should contact their [supervisor/department head/Human Resources representative].

Granting accommodations

[EMPLOYER'S NAME] evaluates all requests on a case-by-case basis and grants accommodations unless doing so would impose an undue hardship on the organization.

For questions or assistance with the accommodation process, please reach out to the [DEPARTMENT NAME] Department.

**PROTECTION AGAINST RETALIATION**

[EMPLOYER'S NAME] strictly prohibits any form of retaliation, including discipline, intimidation, or adverse treatment, against employees who request a reasonable accommodation based on grounds protected by federal, state, or local laws, including under the laws of Indiana.

Employees are encouraged to report any incidents of retaliation promptly. [EMPLOYER'S NAME] is committed to investigating such reports thoroughly and taking appropriate corrective action when necessary.

For support or to report concerns, employees should contact the [DEPARTMENT NAME] Department.

**ADMINISTRATION OF THIS POLICY**

The [DEPARTMENT NAME] Department oversees the implementation and administration of this policy. Employees with questions about appropriate workplace attire, grooming expectations, or specific situations not explicitly addressed in this policy should contact the [DEPARTMENT NAME] Department for guidance and clarification.

[EMPLOYER'S NAME] reserves the right to amend, update, or remove any provisions of this policy at its discretion and without prior notice. For the most current version of this policy, employees are encouraged to consult the [DEPARTMENT NAME] Department.

**APPLICABILITY TO COLLECTIVE BARGAINING AGREEMENTS**

The provisions in this policy are designed to complement and align with the terms of any collective bargaining agreement (CBA) between [EMPLOYER'S NAME] and a union. This policy does not replace, modify, or override any terms or conditions specified in the CBA.

Employees covered under a collective bargaining agreement should refer to the specific terms outlined in their agreement. In situations where this policy conflicts with the CBA, the terms of the collective bargaining agreement will prevail.

For additional guidance on how this policy interacts with a collective bargaining agreement, employees are encouraged to contact the [DEPARTMENT NAME] Department or their union representative.

**ACTIVITIES NOT RESTRICTED BY THIS POLICY**

This policy is not designed to restrict or discourage employees from participating in activities protected under state or federal law, including but not limited to:

* Discussing wages, benefits, or terms and conditions of employment.
* Forming, joining, or supporting labor unions.
* Bargaining collectively through representatives of their choosing.
* Raising concerns or complaints about workplace conditions for the mutual aid or protection of themselves or their colleagues.
* Engaging in activities required or protected by applicable law.

[EMPLOYER'S NAME] fully respects and adheres to the rights guaranteed under the National Labor Relations Act (NLRA) and similar protections established by other laws. If employees have questions about their rights, they are encouraged to contact the [DEPARTMENT NAME] Department for clarification.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and reviewed a copy of [EMPLOYER'S NAME]’s [NAME OF POLICY]. I understand that it is my responsibility to familiarize myself with the policy and adhere to its terms.

I also acknowledge that this policy is not intended to create an employment contract or alter my at-will employment status, unless otherwise specified in a written agreement signed by an authorized representative of [EMPLOYER'S NAME]. Any delay or failure by [EMPLOYER'S NAME] to enforce the provisions of this policy does not constitute a waiver of its rights to enforce them in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date