

Insert company Logo



| Policy Name: | **Dress Code Policy** |
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| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Dress Code** refers to is a set of rules with regards to clothing.
2. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
3. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
4. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To fulfill the varying goals of comfort, professionalism, safety, brand and image.

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPONSIBILITY & ACCOUNTABILITY**

Human Resource department

# **POLICY**

The ***“Company Name”*** dress code policy is designed to help members provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

Employees are expected to dress in [casual, business casual, smart casual, business] attire unless the day’s tasks require otherwise.

This policy is designed to guide members to follow the guidelines of company’s dress code policy. At all times appearance must be professional, both within the workplace and at client’s side.

## **Hygiene and Personal Grooming**

Members are expected to maintain the following hygiene requirements during regular business hours of the duration of their employment.

* Maintain personal cleanliness.
* Use deodorant / anti-per spirant to minimize body odors.
* No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some members.
* Use mouth spray/fresheners to avoid the odor of smoke.
* Alcohol & amp; tobacco is strictly prohibited in and around office place including client premises.
* Wash hands after eating, or using the restrooms.
* Clothing must be clean, ironed, in good condition and fit appropriately.
* Socks must be worn with shoes.
* Neat and well-groomed hair(no hairs with artificial colors e.g. pink, red, etc are allowed, as that would be deemed unprofessional)
* Clean-shaven or sport a neat trimmed beard.
* Moderate make-up is permitted.
* Long hair must be tied. (applicable for factory employees)
* Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others is allowed. (applicable for factory employees)
* Clothing with offensive or inappropriate designs or stamps are not allowed.
* Clothing should not be too revealing.
* Clothing and grooming styles dictated by religion or ethnicity are exempt.

## **Types of Business Attire**

### **1. Formal/ Professional Business Attire**

\*Note- A traditional form of attire used in more conservative settings or companies with strict dress codes. Worn by business professionals in industries like accounting, banking, consulting, sales and marketing, finance, government or law.

Any member who maintains regular, in-person contact with clients are required to wear appropriate business attire.

**For Men:** dark-colored (gray, navy) suit and tie. The tie should be simple, avoiding bright colors or busy patterns. Men should wear a button-down shirt (preferably white or light-blue) and belt. Pair with a professional, closed-toed shoe like an oxford or loafer.

**For Women**:  tidy dresses, skirts, trouser or slacks. Tops should include neat button-down shirts or blouses with a blazer. Business professional shoes include classic heels no higher than three inches, loafers or tidy flats. Women can accessorize with minimal jewelry and belts. Indian wear (cotton saree, kurta, salwar suit).

### **2. Business Casual**

\*Note- A common form of dress worn in many offices. Business staples are used in business casual wear, there are casual elements included like khakis.

Members are allowed to wear business casual attire when not in contact with clients.

Members are expected to keep appropriate business attire on hand at all times in the event that they are required to attend an in-person client meeting.

**For Men**: trousers, slacks, khakis, button-downs, polos, or sport coats. Jackets and ties are optional but can be used to accessorize. Business casual shoes include loafers, lifestyle sneakers (with leather or canvas), oxfords or boots.

**For Women:** skirts, blouses, button-down shirts, trousers, khakis, blazers and sweaters, simple jewelry and belts. Shoes can include flats, loafers, mules, boots or heels.

Inappropriate and revealing clothes are not allowed. Shredded Jeans not allowed.

### **3. Smart Casual**

\*Note-  another form of casual business attire with a stylish twistThis type of business attire is appropriate for more flexible offices including informal settings.

**For Men**: sports jackets, ties, khakis, button-down shirts, polos, dress shoes, boots, clean sneakers and belts.

**For Women:** blazers, dresses, sweaters, trousers, skirts, blouses, heels, flats, jewelry and scarves.

### **4. Casual**

\*Note- It is informal clothing worn not only in most business settings but also in many settings outside of work. You might wear casual clothing if you work in an informal office. You should avoid wearing casual dress with clients and in interviews, even if the office is casual overall.

**For Men**: t-shirts, button-down shirts or sweaters on top. Bottoms might include jeans, khaki pants or shorts. Casual shoes can include sneakers, loafers or sandals.

**For Women**: t-shirts, blouses, tops and sweaters, shrugs, casual jackets on top. Bottoms might include jeans, skirts, cropped pants or shorts. Casual shoes can include sneakers, low heels or sandals.

## **Dress Code Violations**

* Managers or supervisor are expected to inform employees when they are violating the dress code.
* Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.
* Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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