Teacher Resource #1:
Sample Dress Code

[Company name] strives to embody professionalism in the field and to maintain a workplace that reflects its mission of service and professionalism. Our dress code is part of that effort. All facets of our dress policy are intended to maintain a work environment that is free from distraction and reflects positively on our organization.

Because we serve the public directly, staff members are expected to adhere to a dress code that outlines the components of a professional and businesslike image. Each staff person represents our organization while at work; staff members’ grooming and appearance reflects directly on customers’ impressions of our business as a whole. Any staff person who does not follow the guidelines below is subject to corrective action; staff who are asked to return home to change out of inappropriate clothing will be required to use personal leave time to do so.

We expect our staff to be dressed professionally. For our organization, that means that men should wear a collared shirt (with or without a tie), dress trousers or khakis (no cargo-style pants or denim), and loafers or dress shoes. Tennis shoes and sandals are not allowed. Women should wear dress trousers or a skirt and a shirt (with sleeves). Women may also wear businesslike dresses, and should wear comfortable, conservative shoes. Tennis shoes and sandals are not allowed. Accessories, for both men and women, should not be distracting.

During the summertime, on Fridays, and on certain occasions (e.g., the annual company picnic), we may break with this policy in favor of a more casual dress code. During those times, staff must use good judgement regarding appropriate workwear. Please refer to the following chart for guidance.

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| **“CASUAL DAY” DRESS** **APPROPRIATE NOT APPROPRIATE** |
| **Trousers** |
| * jeans
* skorts
* capri pants
* walking shorts
 | * anything shorter than fingertip length
* sweatpants
* leggings
* anything that is soiled, frayed, ripped, revealing, or tight
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| **Shirts** |
| * polo or golf shirts
* jackets or sweaters
* plain t-shirts
* company logo wear
 | * shirts with writing or logos (other than company)
* crop or tank tops; anything sleeveless
* sweatshirts or exercise wear
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| **Shoes** |
| * loafers
* clogs
 | * flip-flops or sandals (including slides and Crocs)
* athletic shoes
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In addition to the guidelines for dress, employees are expected to maintain proper hygiene. This includes refraining from strong perfumes that can be distracting and cause medical reactions in others. Hair and nails should be clean and well-kept. Appropriate accommodations will be made for employees with disabilities, as well as employees’ religious beliefs in terms of workplace attire, unless the accommodation creates an undue hardship. Requests for such accommodations, or any questions regarding the dress and grooming policy, should be directed to the human resources department.