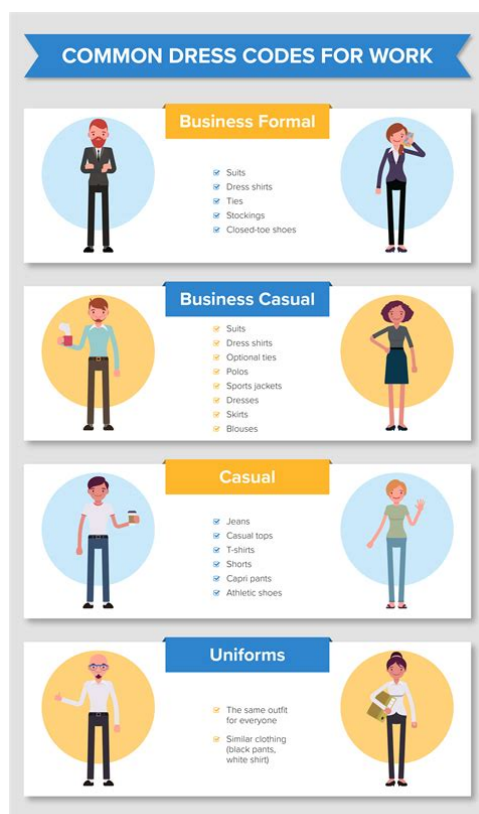


# Dress Code Employee Manual



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## Book Descriptions:

# Dress Code Employee Manual

It can also help companies to be sure employees are presenting themselves well in meetings and interactions with clients and customers. Read our dress code policy sample below to see what it looks like. Special Offer Reach over 150 million candidates. 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. Who does this policy apply to. Employees must always present a clean, professional appearance. Everyone is expected to be wellgroomed and wear clean clothing, free of holes, tears, or other signs of wear. 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. 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. More Policies Bereavement Leave Policy. Cell Phone Policy. Company Credit Card Policy. Company Travel Policy. Company Vehicle Policy. Conflict of Interest Policy. Cyber Security Policy. Dress Code Policy. Paid Time Off Policy. Social Media Policy. Telecommuting Policy. Overtime Policy. Attendance Policy. Expense Reimbursement Policy. Sexual Harassment Policy. Remote Work Policy. FAQs What is an appropriate dress code for the workplace. This often varies from company to company and depends on your business environment and organizational culture. While many companies do not require their staff to wear formal business attire, employees are expected to look presentable at all times. View our dress code policy template. Can you get fired for breaking the dress code

Yes. <http://www.cwbrokers.com/image/cove-spas-manual.xml>

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Breaking a companys dress code can lead to termination. Find an example of how to structure a dress code policy here. Can an employer change the dress code Yes. The employer typically sets out the dress code, and can, therefore, make reasonable changes as needed. Read our example of how to structure a dress code policy here. What are the four types of dress codes for the workplace. Business formal Business professional Business casual Casual What should you not wear to the office. Different companies have varying dress codes that allow or ban certain items of clothing. Generally speaking, these items are considered inappropriate Flip flops Nonnatural hair colors Facial piercings Backless tops Short skirts or dresses Short shorts Yoga pants Why do employers have dress codes. Dress code policies reinforce a positive and professional image of the company, especially when employees interact with clients, prospects, or business partners on a regular basis. A companys employee handbook will typically contain the rules of the dress code. Can an employer force you to cover tattoos Yes. Some employers require employees to cover visible tattoos when working with customers. Can employers make you shave Yes. If the companys dress code calls for having no facial hair, an employer can request that an employee shaves. Can you be fired for not wearing a bra. This depends on the companys dress code and what they deem appropriate attire for

the workplace. Can your employer force you to wear makeup Yes. If the company's dress code requires that employees wear makeup, not doing so would be a breach of contract. Are leggings appropriate for work. Some companies may allow leggings, and others may not. Generally, leggings are not considered appropriate office attire. Are jeans okay for business casual dress. Dark jeans may be acceptable in some cases, but this may depend on the employer. Casual jeans or acidwashed colors are never acceptable. What are examples of business casual attire.<http://galatarenova.com/E/coventry-climax-workshop-manual.xml>

This may include khaki or cotton pants shorts or skirts with a hem past the knee. Pants and shirts should be neatly pressed. Shoes should be relaxed but nice, no tennis shoes or sandals. What is casual dress code. Relaxed, but tasteful. Jeans and T-shirts are acceptable but should be in a clean and neat condition, without holes, stains, etc. What is smart casual dress code. An example of smart casual would be a pair of slacks or a nice pair of jeans with a button up shirt and leather shoes. This dress code typically excludes shorts, worn jeans, sandals, and T-shirts. What is business dress code. For men, this typically means a shirt, tie, jacket and dress shoes. For women, a skirt or pants suit with closed toe heels. All clothing should be clean and pressed. Are dress codes legal. Dress codes are legal as long as they do not cause employees to dress in demeaning or provocative ways. If an employer has a dress code, it must be applied fairly to all employees. What is a dress code policy memo. Read and download our free dress code policy template above. Related Hiring Resources. Add a few personal touches and you're good to go. Get clear, concise, up-to-date advice with our practical, step-by-step guides. Get clear explanations of the most common HR terms. What's in, what's out, and what's around the corner—they've got the HR world covered. Learn more about the features available and how they make each recruiting task easier. Ask questions, find answers, get tips, and dig deeper into our product. Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture. Grooming styles dictated by religion and ethnicity aren't restricted. Clothes that are typical in workouts and outdoor activities aren't allowed. Clothes that are too revealing or inappropriate aren't allowed.

Discernible rips, tears or holes aren't allowed. For example, we may require employees to wear semiformal attire for an event. Then, both male and female employees should wear suits, ties, white shirts and appropriate shoes. This won't apply if employees are meeting with clients, partners and other external parties. If employees frequently meet with clients or prospects, they should conform to a business dress code. The employee should start respecting our dress code immediately. In some cases, supervisors may ask employees to return home to change. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy. Workable is all-in-one recruiting software. Source and evaluate candidates, track applicants and collaborate with your hiring teams. Get started Or talk to us about your hiring plans and discover how Workable can help you find and hire great people. Please enable scripts and reload this page. Please note that all such forms and policies should be reviewed by your legal counsel for compliance with applicable law, and should be modified to suit your organization's culture, industry, and practices. Neither members nor nonmembers may reproduce such samples in any other way e.g., to republish in a book or use for a commercial purpose without SHRM's permission. To request permission for specific items, click on the "reuse permissions" button on the page where you find the item. This article does not provide information on global dress and appearance considerations. Overview Dress codes are used to communicate to employees what the organization considers appropriate work attire. A dress code or appearance policy allows an employer to set expectations regarding the image it wants the company to convey. Dress codes can be formal or informal and might include the use of uniforms.

<https://directorip2pvalue.eu/explore/cbpp-communities/community/datasheet/dynacord-dsp-244-use>

## [r-manual](#)

This toolkit discusses workplace dress and appearance, including policy considerations, challenges including discrimination issues and best practices. The toolkit also refers to federal and state laws and to Equal Employment Opportunity Commission EEOC rules that may affect dress and appearance policies. Business Case Employers realize that impressions made on clients and customers are important to the success of an organization. In the past, employers used dress and appearance policies to help employees work comfortably and safely while still projecting a professional image to clients, customers and future employees. Employers over the years also have used dress and appearance policies to help create an employment brand. Some organizations intentionally use dress to create a specific perception or certain image as an employer. Dress codes help employers fulfill these varying goals of comfort, professionalism, safety, brand and image. HRs Role Ideas behind dress and appearance have developed into more than just unwritten policies and practices made and used by managers and supervisors. Dress and appearance policies now require organizations to develop strategies that align with employer goals and culture while protecting the employer from discrimination claims and protecting employees rights. HR, which is frequently responsible for policy development, must work with other parts of the organization to ensure that dress codes are managed consistently and fairly. The business of dress and appearance requires HR or managers to do the following Set and manage policies by working directly with internal managers, business partners and executives. Identify and mitigate legal issues, such as protected class considerations, by working with the legal department. Manage employee requests for dress code accommodations. Employers must consider which type of dress code will not only provide the image they want to portray but will also support company cultures and values.

Those cultures and values might embrace a more serious and formal image in a law firm; a uniform in a delivery company; or colorful, informal dress that still acts as a kind of uniform at a casual restaurant. Employers also need to consider relevant industry standards or safety regulations that affect employee dress and appearance. See Address Offensive Attire with Dress Code, Nondiscrimination Policy Should Companies Relax Their Dress Codes. Summer Dress at Work Whats Appropriate and Whats Not Formal business attire To present a professional, businesslike image to clients, visitors, customers and the public, some employers implement dress and appearance policies requiring formal business attire. Environments likely to enforce formal business attire are law, finance, banking and accounting firms. No casual clothing or shoes are usually allowable. Business casual Some employers create business casual policies that are a little less formal. Industries that tend to be more creative or artistic, like technology environments, are more likely to have a business casual dress code. The attire usually includes most apparel except shirts with graphics, shorts, torn jeans, tank tops or sandals, though policies will differ. See Attire and Grooming Policy and Business Attire Policy. Casual Fridays Some organizations designate Friday as the day of the week when employees may dress more informally than the normal daytoday formal business or business casual attire. These provisions usually apply only to employees who have no client or customer contact. On these days, employees can wear blue jeans, Tshirts without any inappropriate slogans or images, long or kneelength shorts or capri pants, and athletic shoes. Summer casual Many employers offer summertime policies and activities to keep employees productive and happy on sunny, warm days. The relaxed summer dress code typically runs from Memorial Day through Labor Day for employees who have no client contact.

Blue jeans, Tshirts and athletic shoes are permitted, but employers may have specific provisions against showing midriffs or wearing sandals or flipflops. See Summer Dress Policy. Grooming and hygiene Employers often address grooming and hygiene standards in dress code policies. Grooming standards might include the requirement that clothing be neat and clean and not ripped, frayed,

disheveled, tight, revealing or otherwise inappropriate. Hygiene standards tend to include a regular bath or shower, use of deodorant, and appropriate oral hygiene. A written policy about grooming and hygiene can help support an employer's action if a workplace situation involving hygiene arises that must be addressed by the employer. Employers should also be aware that body or breath odor issues may be related to medical conditions. If that is the case, the employer should address the issue appropriately and confidentially; otherwise, it could run afoul of the Americans with Disabilities Act or antidiscrimination provisions under Title VII of the Civil Rights Act of 1964. See [What should HR do when an employee's body odor is affecting the workplace?](#) Legal Issues Although no federal law bans employment decisions based on appearance in general, most employers know better than to base employment decisions on appearance that is related to legally protected factors. What employers and managers may not know is that employees' appearance can still qualify for legal protection in some situations. For example, some local jurisdictions have enacted laws that specifically protect workers from discrimination based on appearance. And some aspects of appearance, such as those related to gender roles or sexual orientation, can—in some situations—qualify for legal protection. On the other hand, the nature of the business or of the job can play a role in determining how much latitude employers have in requiring a certain look for their employees.

Whenever an organization has a job requirement such as a particular dress or grooming code, a good HR professional should question whether that criterion really is relevant to the job. See [Ugly Policy Alleged at NBC Only Beautiful People Need Apply](#). A dress and appearance policy should be clear and specific. Employers also want to ensure some flexibility. Managers may need to use some discretion when dealing with certain matters such as disability, religious requirements or other case-specific issues that might require accommodations. See [Employees Dressing Too Casually](#). Clarify Your Dress Code Managing Equal Employment Opportunity Supreme Court Rules for EEOC in Religious Accommodation Case [Union Insignia](#) One aspect of dress codes is the ability of employees to wear union buttons, decals or other insignia in the workplace. The right of employees to wear union insignia at work has long been recognized as a reasonable and legitimate form of union activity. Employers that curtail that activity risk violating the National Labor Relations Act. However, an employer might be able to show special circumstances that justify limiting employees' ability to wear union insignias. Safety could be compromised, for example, if people confused decals or buttons, such as union insignia, with safety-related insignia on uniforms. If an organization requires specific employees—those with particular certifications or training—to wear insignia indicating that they are qualified to help in an emergency, then the wearing of other insignia on their uniforms could create confusion. In an emergency, people might be confused by multiple insignias and unsure who is qualified to help. Disability Many employers are familiar with making reasonable accommodations pertaining to schedules or job duty modifications. An employee with a disability can also request modification of the company dress and appearance policy as a reasonable accommodation.

For example, an employee may ask to wear sneakers instead of dress shoes due to a foot condition that is a result of diabetes. Or an employee may ask to wear a different uniform shirt because of a severe allergic reaction to the material of the standard uniform shirt. Like with any reasonable accommodation, an employer must permit the exception unless it creates an undue hardship for the organization. See [Applying Performance and Conduct Standards to Employees with Disabilities](#). Gender disparities A dress and grooming policy that has different requirements for men and women may be challenged because the requirements for one sex are based on stereotypes. See [Can employers have dress code requirements that differ between genders?](#) Gender identity and accommodations Title VII of the Civil Rights Act prohibits discrimination based on sexual orientation and gender identity or expression. This means that the EEOC will accept claims brought by transgender individuals and can bring lawsuits against employers determined to have discriminated

against transgender employees or applicants. Employers doing business on a national or regional scale should review all state and local provisions. Employers may have to make accommodations to their dress and appearance policies for employees in transition or those choosing to express themselves as the opposite gender. Health and safety issues In some industries such as health care, hospitality, manufacturing and corrections, employers must enforce guidelines designed to protect employees or others from injury. These guidelines often include restrictions related to dress and appearance. HR professionals may be required to enforce such restrictions and may have to deny requests for exemptions from such policies. Some requested exemptions may stem from employees need to wear certain religious garb.

For example, three Muslim women employed in a prison requested accommodation to wear head coverings at work but were denied an exemption on safety grounds when the prison successfully argued that the head coverings posed hazards because an inmate could use them to strangle the employees, the coverings could make it difficult to identify employees, or they could be used to hide contraband. Also see the section below on religious expression. Appearance and race Grooming and appearance standards that contain prohibitions against certain hairstyles or beards or that treat traditional ethnic dress differently from other attire may also result in race discrimination allegations. For example, although employers can generally require employees to be cleanshaven, Title VII requires exceptions for men who have a condition in which shaving causes inflammation—a condition that occurs primarily in black men. The EEOC recommends that to minimize the likelihood of discrimination claims, employers should make sure grooming standards are race-neutral, adopted for nondiscriminatory reasons and consistently applied. Religious expression Employers must be prepared to make exceptions to dress codes when an employee has a sincerely held religious belief that conflicts with the rules and when no undue hardship for the employer such as a serious safety problem would exist as a result of the exception. The Religious Discrimination section in the EEOC Compliance Manual notes that religious grooming practices may relate to shaving or hair length and that religious dress may include clothes, head or face coverings, jewelry, or other items. See Religion and Work A Hot Topic and Getting Hotter Every Day. Determining if a religious belief exemption is legitimate may involve discussion between the employer and the employee. The question of whether a particular belief is or is not religious in nature is one that employers typically will not want to address.

In some situations, though, the employer may reasonably question either the sincerity of the particular belief or whether it is in fact religious in nature. In such cases, the employer would be justified in seeking additional information from the employee. HR can prohibit body piercings and tattoos as long as it does so evenhandedly. Religious issues arise only if an employee asserts a religious basis for such piercing or tattoos. In that case, the employer will have to determine whether the request for an exception is based on a sincerely held religious belief and, if so, whether allowing an exception will create an undue hardship. If tattoos or piercings are not worn due to religious reasons or another protected class reason, employers can deny the exception request. See What Are an Applicants Tattoos Telling Potential Employers. In workplaces where employers require uniforms, employers must still make reasonable accommodations for religious beliefs. Cases involving uniform modifications have covered issues such as allowing Sikh men to wear turbans, permitting Muslim men to wear skullcaps, and allowing skirts or culottes for women whose faiths prohibit them from wearing pants. Uniforms Uniforms represent a more restrictive type of dress code. They are sometimes required by law, by the nature of the business or by an employers preference. In certain industries or professions—health care, hospitality or law enforcement, for example—employers commonly require uniforms. Uniforms may include specific items medical scrubs, firefighter gear or standardized colors and types of garments black pants and white shirt. Pros and cons Reasons why an employer may want to require uniforms include Safety. Some positions may need or require protective gear to be worn e.g., fireresistant jacket, steeltoed shoes.

Branding. Some employers want to present a specific image to the public. Uniforms can help create that image and provide advertising for the business. Appropriateness.

Uniforms reduce the chances of inappropriate dress in the workplace because employees have fewer opportunities to misinterpret attire guidelines. Productivity. When all employees including senior managers wear a uniform, everyone is perceived as equal. An employee will focus less on who is wearing designer clothes and more on being productive. Requiring uniforms can also have some disadvantages. For one thing, employees might resist wearing them. For another, if customers or clients perceive the uniforms as inappropriate, the result can be negative feedback. Moreover, if uniforms are not wellthoughtout, they can hinder performance; for example, a bartender uniform with long, oversized sleeves could hinder the preparation of drinks. Who pays for uniforms When employers require uniforms, many organizations assume that they may charge employees for the uniforms; however, employers should review both state and federal laws first. On the federal level, the Fair Labor Standards Act allows for the deduction from wages for uniforms as long as the deduction does not bring the employees hourly pay or overtime pay for the workweek below the minimum wage. If an employee makes minimum wage, no deductions may be made for uniforms at all because that automatically would take the worker below the minimum wage. In addition, if a uniform for a worker earning minimum wage requires special cleaning, the Department of Labors Wage and Hour Division Field Operations Handbook states that employers must pay a uniform maintenance reimbursement, either by reimbursing the exact amount of cleaning or by providing the employee one additional hour of straighttime pay. Similarly, uniform allowances are not considered wages and cannot be used as credit toward meeting minimumwage obligations. Please note that all such forms and policies should be reviewed by your legal counsel for compliance with applicable law, and should be modified to suit your organization's culture, industry, and practices.

To request permission for specific items, click on the "reuse permissions" button on the page where you find the item. Please log in as a SHRM member. It does not offer legal advice, and cannot guarantee the accuracy or suitability of its content for a particular purpose. Disclaimer. To request permission for specific items, click on the "reuse permissions" button on the page where you find the item. Supervisors should communicate any departmentspecific workplace attire and grooming guidelines to staff members during newhire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards. Specific requirements Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resources department. Casual or dressdown days Departments that adopt casual or dressdown days must use the following guidelines to define appropriate casual attire.

Addressing workplace attire and hygiene problems Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work. If the problem persists, supervisors should follow the normal



corrective action process. Please note that all such forms and policies should be reviewed by your legal counsel for compliance with applicable law, and should be modified to suit your organization's culture, industry, and practices. She has covered HR for The Balance Careers since 2000. You can use these sample dress code policies to tell employees how you expect them to dress for work. Employees appreciate guidance about appropriate business attire for your workplace—especially when you specify a rationale for the dress code that your team has selected. Use the recommended policy most appropriate for your workplace. The formality of our business attire makes clients and customers feel that they can trust our judgment and recommendations. For women, business attire includes pant and skirt suits and sports jackets appropriate to a formal business attire environment. Courtesy to coworkers and your professional image to clients should be the factors that are used to assess whether you are dressing in business attire that is appropriate. Customers make decisions about the quality of our products and services based on their interaction with you. Pantsuits and sports jackets also fit the business casual work environment if they are not too formal. Use courtesy towards coworkers and your professional image to customers as the factors you use to assess whether you are dressing in business attire that is appropriate. Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable.

We expect that your business attire, although casual, will exhibit common sense and professionalism. Courtesy towards coworkers and your professional image to coworkers are the factors you need to use to assess whether you are dressing in business attire that is appropriate. Depending on your workplace culture, you may not want more detailed policies. Since fewer policies, and more simple policies, are always encouraged whenever possible, these simple dress codes for business attire may serve you well. An acknowledgment form of the dress code may also be a useful tool for you to use. The few that aren't deal with them individually rather than subjecting your entire workforce to detailed, stringent policies they don't need. Your employees will thank you since too often policies are put in place because of the actions of a few employees—not the appropriate behavior of the many. As you approach the adoption of any dress code, though, put in place a minimal amount of guidance to ensure a workplace that meets your standards. When employees understand and support the logic behind the dress code policy chosen, you will rarely need to police the policy. And, that's a thank goodness for you, as an employer. The site is read by a worldwide audience and. Please seek legal assistance, or assistance from State, Federal, or International governmental resources, to make certain your legal interpretation and decisions are correct for your location. This information is for guidance, ideas, and assistance. Use This Letter. In this article, we offer everything you need to know about implementing a dress code policy at work and also provide a template and example of a dress code policy you can use to write your own. Related Guide to Business Attire With Examples What is a dress code policy. A dress code policy is a document that outlines the appropriate dress code for a company's employees. Dress codes vary from company to company and are dependent on a company's culture and industry type.

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