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Three examples of dress code policies

Here are three examples that may help you form your own policy based on your needs and preferences:

Formal

“At our business, employees work directly with clients who depend on us for excellent work. It is important that our clothing represents our significant responsibilities. We require that employees wear formal business attire, such as pantsuits, sports jackets, business skirts, dress shoes, flats, and heels. Please use good judgement when evaluating your work attire and ask your managers if you have questions.”

Business casual

“At our company, we have a business casual attire policy because we want to express professionalism to our customers. We ask that employees wear pants, jeans, or skirts that end at the knee, blouses, polo shirts, button-up shirts, or sweaters, and close-toed shoes. Please avoid shorts, spaghetti straps, ripped jeans, and sportswear.”

Casual

“We encourage our employees to feel comfortable in casual attire. We allow t-shirts, sweatshirts, sweatpants, jeans, and shorts. Please avoid wearing clothing with graphic images so we can foster an inclusive environment where everyone is welcome.”

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