

Work From Home Dress Code Policy

[Company] strives to provide employees the freedom to wear what's comfortable for them while keeping a professional appearance when they work from home (WFH). This policy gives guidance on what is appropriate for employees to wear but is not intended to be overly restrictive—rather, it is intended to provide a guide for all employees to be productive while working from home.

Our goal is to provide a professional, yet relaxed environment for employees to do their best work and provide a positive image to clients and customers. **Any employee who does not meet the specific standards will be subject to disciplinary action.**

General Policy Requirements

Outside of any additional requirements listed below, [Company] adheres to a **casual dress code**. [Company] defines **casual dress** as any clothing that is appropriate for work, and may include: **T-shirts, casual hoodies, company-branded clothing, and any other non-political and non-offensive clothing.**

Tight, revealing, and other inappropriate workplace attire is not permitted.

Requirements for All Staff Meetings and Customer-Facing Meetings

[Company] adheres to a **business casual dress code** for all staff meetings and customer-facing meetings. We define **business casual** as **any attire with [Company's] name or logo, collared shirts or blouses, sweaters, and professional pullovers without hoods.**

Tight, revealing, and other inappropriate workplace attire is not permitted.

Reasonable Accommodation of Religious Beliefs

[Company] understands that employees have deeply held religious beliefs and will reasonably accommodate adjustments to this policy to allow an employee to dress according to their religion **unless the accommodation creates an undue hardship for [Company].**

If you are requesting an attire accommodation for a religious belief, please see HR.

Examples of Appropriate Attire

Listed below is a non-exhaustive list of appropriate attire under this policy. Items not listed here may still be worn so long as they meet [Company] guidelines.

Casual Examples	Business Casual Examples
Any company-branded clothing	Any company-branded clothing
Non-political T-shirts	All shirts and blouses with collars
Non-offensive T-shirts	Sweaters and pullovers without hoods
Pullovers and hoodies	Jacket or blazer
Crew Neck and v-neck shirts	Button-down shirts and blouses
Tight, revealing, and other inappropriate workplace attire is not permitted	Tight, revealing, and other inappropriate workplace attire is not permitted

Violations of this Policy

Violations of this policy may include repeated requests to change to appropriate clothing that go unaddressed—specifically violations of this policy as it relates to engagement with clients and customers. If an employee violates this policy, a manager will discipline the employee per [Company's] standard disciplinary actions.

In accordance with [Company's] progressive discipline policy, this may include:

- Verbal warning
- Written warning
- Suspension
- Termination

Employees should not consider this list to be exhaustive or to represent a path for discipline. [Company's] progressive discipline policy will apply.