

The dress code policy provides information about the office attire the employee should wear in the organization. The policy conveys the corporate dress code one should follow to maintain the professionalism in the organization.

Dress Code Policy

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Adrian McMahon



Issue 1 – CPN 0

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The Working at Height Group dress code policy provides information about the office attire the employee should wear in the company. The policy conveys the corporate dress code one should follow to maintain the professionalism in the company.



The Working at Height Group declares the office attire for employees under the dress code policy. There are different kind of dress code such as business dress code, business casual dress code, smart casual dress code and casual dress code.

The Working at Height Group confirms the days on which employees can wear casual dress and the days on which the employees has to follow business dress code. There are certain attires which can be offensive for the public or employees working in the organization and thus such clothing are prohibited.

Employee should consider following points while following the dress code policy-

- 👉 The Cloths of the employee should reflect professionalism.
- 👉 The Apperance of the employee has psychological impact on the client and thus special care should be taken while choosing the office attire.
- 👉 It is important to follow the business dress code during meetings or client visits.
- 👉 The violation of dress code policy can lead to disciplinary action from the organization.



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An Objective of Dress Code Policy

Each and every employee working for the Working at Height Group represents the organization in public as well as in front of customer or clients. Thus, the personal appearance and hygiene of the employee is directly linked with the organization. The objective of the dress code policy is to guide the employee to dress in a befitting manner, appropriate to the job and considering the need of company, their co-workers and safety concerns. The positive or negative impact of the appearance of the employee has effect on the company culture. Henceforth the objective of the dress code policy is to convey the employee that we are all equal and related to each other by following same work culture.





Scope of Dress Code Policy

The dress code policy is applicable to the employees who are on the regular payroll of the company. The dress code policy should be followed while working in the office as well when the employees are out of the office on company assignments such as client meeting, conferences, training or business events.

Elements of Dress Code Policy

The organization expects that employee should project their image as respectable, trustworthy and knowledgeable professionals among the clients. As the appearance has a psychological effect on the people with whom you interact. Thus, it is important that based on the appearance the clients should feel comfortable to seek inputs, guidance and professional services from the employees.

Employee should come neatly and cleanly dressed and should be well groomed (the grooming dictated by ethnicity and religion are not restricted).

-  The dress should be appropriate to the work environment. Too revealing clothes are not allowed.
-  The attire should project professionalism.
-  Clean and good shape clothes should be used at work. The clothes with rips, holes or tears are not allowed.
-  Clothes offensive to other employees or public should be avoided.



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👉 The attire employees are expected to wear should come under business, business casual, smart casual and casual as per the rules and day allotment done by organization.

The Definitions of Dress Code

Working at Height Group has fixed the different types of attires which come under different dress codes. The business dress code should be followed from Monday to Friday. Working at Height Group has allotted business casual dress code for Saturday whereas on Sunday employees can wear smart casual dress code. For fun time, parties or functions organized by company the employees can follow the casual dress code. However, the elements of dress code should be followed all the time.

What comes under business dress code?

All the cloth should be clean and perfectly pressed. The clothes should be comfortable for full day work and project professionalism. For men it includes formal shirt and pant, tie, shoes and jacket. The jacket can be excluded occasionally; however, it is mandatory to wear jacket during meetings and client interactions. For women the business dress code consists of formal wear.

Sample traditional business attire for men

Traditionally patterned shirts and ties can be more brightly colored

Dark and subtly patterned suits

Relaxed but elegant shoes



Sample traditional business attire for women

Professional tops without a deep neckline

Suits can be more brightly colored

Tights

Closed-toe shoes





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What comes under business casual dress code?

The business casual dress code is a combination of business attire and casual dress. The shoes are relaxed in this dress code while sandals or tennis shoes are not allowed. Long sleeved shirts with cotton or khaki pants are included in business casual dress code. Women can wear skirts which has hem past the knee.

Business casual for men

Shirts and sweaters in a variety of colors and patterns

Slacks or corduroy pants

Relaxed but elegant shoes

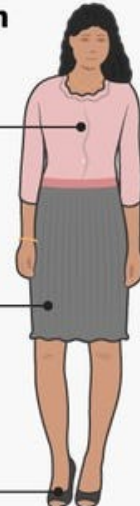


Business casual for women

Short-sleeved tops, maybe with vests

Fashionable combinations of tops, vests, and skirts

Open toe shoes





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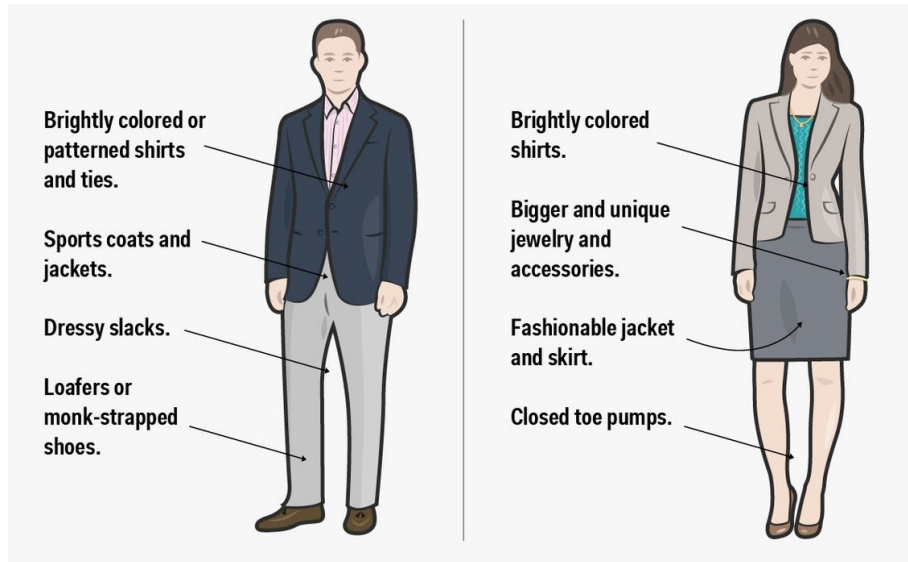
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What comes under smart casual dress code?

A pair of slacks or nice formal looking jeans along with a button up shirt is an excellent example of smart casual dress code. Women wear consist of leggings with cotton kruta or kurti.





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What comes under casual dress code?

A tasteful and relaxed dressing is part of casual dress code. One can wear Jeans and T-shirts. The Jeans should be well fitting and not lower waist. The T-shirts should not have any offensive lines written on it. The clothes with holes or stains are not acceptable.

Sample baseline casual attire for men

Nice t-shirts or casual collared shirts

Dark and elegant denim

Tasteful sneakers



Sample baseline casual attire for women

Tidy and fitted t-shirts, blouses, or sweaters

Clean and crisp denim

Open toe shoes





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What comes under instructor dress code?

A tasteful and relaxed dressing is part of instructor dress code. A Logoed High Visibility Jacket, Softshell Jacket or Vest will be supplied to those who need it. One can wear Logoed Black or Kaki Work Pants with knee pads and Navy or Black logoed Polo-shirts or Shirts with epaulettes. The Jeans should be well fitting and not lower waist. The T-shirts should not have any offensive lines written on it. The clothes with holes or stains are not acceptable. Safety Work Boots type's must be approved by Management before purchase. All Instructors will be provided Instructor Epaulettes.








Note: Body piercings and tattoos should be covered under clothes. The jewelry should be minimum. For religious concerns or policies which are not under appropriate religious accommodation should be discussed with safety management team.



General Guidelines of Attire Policy

Employees should follow the below given guidelines for attire policy:


Clothes should be suitable to the work environment, properly ironed with no wrinkles.

-  The frayed and dirty clothing is not acceptable.
-  The clothing with offensive pictures, terms or words are not acceptable at workplace.
-  Employees should use certain amount of judgment while choosing their clothing they are going to wear at work.
-  The clothes which are not fit in the policy or fail to meet the set standards of the organization will be determined by HR department and warning will be issued to the employee.
-  Disciplinary action will be taken by the organization if the problem of inappropriate attire persists.

Dress Code Violations and Disciplinary Consequences

It is responsibility of reporting managers/supervisor/HR department to inform the employees that they have violated the dress code policy. In case of violation the employee can immediately correct the problem. Supervisor may allow the employee to leave the work and go out to change the clothes. Employee can borrow the clothes from their office mates or can go to the persons home which is nearby the workplace to change the clothes.

The repeated violation of dress code may lead to major repercussions and result into disciplinary action which includes termination. The termination of employee can occur in case of dress code violation if:

-  Repeated dress code violations even after receive the warning and memo from HR department.



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👉 In case the inappropriate appearance of employee leads to irreparable damage such as loss of important client or deal.

Clothing which Violates the Dress Code Policy

Here are list of cloths which are not allowed at workplace. Employees should not wear these clothes at office.

Clothes- Tattered jeans or shorts, patch work on jeans, inappropriate slacks, dressy capris, exercise pants, sweatpants, bermuda shorts, sweat suits, see-through shirts or blouses, sports bras, tank tops, halter tops, Mini-skirts, beach dresses, skirt below knee level.

Shoes- Flip-flops, flashy athletic shoes, boots, loose footwear, open-toed shoes.

Necessary action will be taken if employee will be found wearing the prohibited clothing at workplace.



Modesty is the best policy in every work environment.

Here are some guidelines on the inappropriate list.



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- 👉 Clothing that clearly reviles too much Cleavage on the female or bra exposed.
- 👉 Clothing that reviles any chest area of male and loose neck ties.
- 👉 Unreasonably tight jeans or pants on a male that leaves one to “ponder”.
- 👉 Unreasonably short skirts, tight jeans or pants on a female in an “open” office setting that would create a clear distraction to fellow employees.

In-Appropriate Guidelines.

Strappy and Strapless tops:

But sleeveless tops with built-up shoulders are fine. If you’re going to wear something strappy or strapless to work, keep it covered with a jacket or cardigan so that it acts as a layering piece instead of the focal point.

Mini-skirts and short-shorts:

Anything shorter than two to three inches above the kneecap is too short. Remember that skirts ride up when you sit down so do the “sit down test” before you commit to a shorter hemline. In some situations, you’ll get away with a shorter skirt if you pair it with leggings or opaque tights, especially if you’re petite.

Super low necklines:

Camisoles usually solve the cleavage issue, but not always. Bustier gals can’t help but sport a bit of cleavage with camisoles and that’s perfectly fine. Well-endowed ladies look best in lower necklines which makes a spot of cleavage unavoidable.

Overly tight clothing:

Tailoring is superb but excessive clinging is not.

See-through items:

Wearing something sheer to work requires a bra and camisole. If you can’t make a see-through item opaque for work purposes, don’t wear it.



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Racy clothing and attitudes that may come with your clothing decisions can be detrimental to company operations and create disruptions that can affect business continuity. Employees need to focus on the task at hand, and not your “assets”.

“Common Sense”

It is legal for an employer to institute an employee dress code. But you don't need to read a company manual to see what is and what is not appropriate to wear to work. The best advice experts give is to simply look around the office:

Read the fine print.

Companies with employees who have frequent client contact, who interface with the public, or those who simply interact amongst themselves, should have a written dress code to which managers and staff can refer. Therefore, when violations occur, one can not claim “**I didn't know**”



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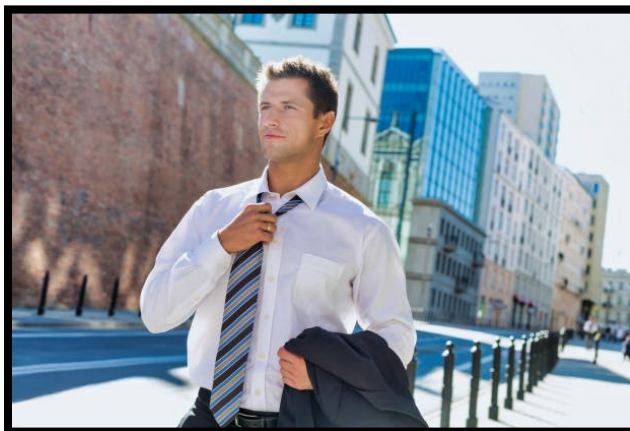
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Inappropriate Attire “Him”

Unprofessional and Suggestive





Business Neck Ties

Unprofessional and Immature



No male cleavage or signs of the chest area are ever acceptable. Dress shirts with no tie should be buttoned fully from the bottom to the second from the top and always tucked in.

Inappropriate Attire “Her”

Balancing Sexy and Prudence

Many women in the workplace today rely on making themselves feel valued by looking good. Girls often define themselves by how attractive they are to the opposite sex, and a woman usually chooses what she wears to work based on how members of the opposite sex will view her.

This is partially a natural occurrence and partially based on insecurities and the desire to feel good about themselves based on outside sources. While it is always nice to feel pretty and look good, some women in the workplace do not realize the damage they are doing to their careers as well as to the careers of women all across the world.

Today it is not uncommon for a woman to dress up in a short skirt without stockings to draw attention to herself in the workplace. While this action may make her feel more confident about herself it will also significantly take away from any real talent or skill, she may have to contribute to the work environment.

Maybe not all of the men will view her as an object of attraction, but some will. And this is enough to cause disruption and damage to her career.



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In addition to the short skirts, many women wear tight shirts, trendy jewelry and heavy makeup to work. All of these things suggest the need to feel attractive rather than the desire to succeed at work. If a woman wears the same things to work that she would wear out to dinner on a date or to a club on the weekend, she should seriously reconsider her choices.

Women generally wear sexy and risqué clothing for 4 reasons:

1. The desire to feel and look sexy. The simple need to feel wanted.
2. To advance thru the ranks faster and achieve their career goals.
3. Insecurities about the perception of others. Am I really beautiful?
4. To make other women jealous.

Today's corporate women have come a long way. Women in corporate America have more than proved themselves as well as excelled in all areas of the business environment. Although it has been a bumpy road over the last 40 years, the tempo and professional standards of the typical business office setting have improved dramatically, for both genders.

With those facts in mind, the average corporate professional woman should not feel as if she has to dress in a manor deemed risqué. She doesn't have to. Women have demonstrated to be on an equal par with men relative to business decision making, Mgt., and executive roles. Her intelligence, opinions, and tenacity are her true attributes now sought after.



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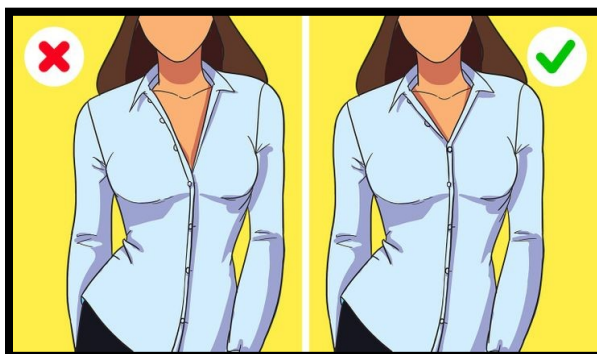
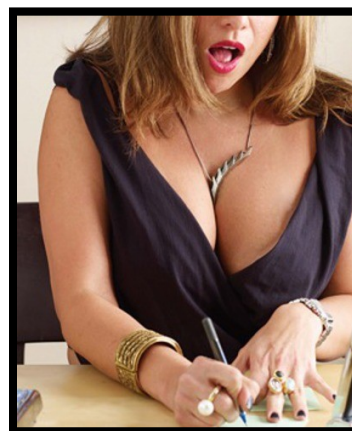
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Unprofessional and Suggestive

Cleavage in the Office: Should it stay or should it go?



Still confused as to what is a appropriate & in-appropriate in the office? Well, these attire selections are **PERFECT** ✓



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Should you need more help in this area please contact a member of the Management Team.