## **Employee uniform policy template**

[Organization Name] recognizes the importance of maintaining a professional and cohesive image while promoting a safe and healthy work environment. The following policy outlines the requirements for employee uniforms:

### **Uniform components**

* White [Organization Name]-branded polo shirt with logo (provided by the company)
* Dark blue or black pants/skirts (plain, no visible logos or patterns)
* Black or brown leather shoes (no sneakers or open-toe shoes)
* Standard white lab coat (for specific roles, provided by the company)

### **Modification guidelines**

Employees may add personal touches to their uniforms within these guidelines:

* Small, non-obtrusive accessories such as watches, bracelets, or earrings
* Hair styles that do not interfere with the proper wearing of safety equipment or pose a hazard in the workplace
* Non-offensive tattoos, when covered by the required uniform components

### **Issuance and maintenance**

* New employees will receive one complimentary set of the designated uniform upon hire.
* Additional uniform items can be purchased through our internal online store or at an authorized external retailer.
* Uniform cleaning is the responsibility of each employee. Reimbursement for cleaning costs is available upon submission of receipts.
* Damaged or worn-out uniforms must be replaced by the employee promptly. Discounts on replacement items are offered for employees who have been with the company for over six months.

### **Personal grooming and hygiene**

* Employees are expected to maintain a neat and tidy appearance during work hours.
* Hair should be kept clean, well-groomed, and styled in a way that does not obstruct vision or safety equipment.
* Visible tattoos or body art must be covered by the required uniform components.
* Perfumes, colognes, or strong fragrances should be used discreetly, avoiding irritation or allergic reactions among colleagues.

### **Enforcement**

The uniform policy will be enforced by department managers and supervisors. Failure to comply may result in disciplinary action, up to and including unpaid suspension or termination. Exceptions to this policy may be granted based on religious or medical requirements, subject to approval from HR and senior management.
By wearing our designated employee uniform, you represent [Organization Name]'s commitment to excellence and professionalism. Thank you for your cooperation and support in maintaining a cohesive image while ensuring a safe and healthy work environment.

*Disclaimer: This* [*policy template*](https://resources.workable.com/company-policies) *is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor* [*Workable*](https://workable.com/) *will assume any legal liability that may arise from the use of this policy.*