

EMPLOYEE UNIFORM & DRESS CODE POLICY TEMPLATE

A fillable, printable template for small businesses

COMPANY INFORMATION

Company name

Effective date

Policy owner / contact

How to use this template

Complete the fillable fields, remove sections that do not apply, add any state or local requirements, and give the final policy to employees during onboarding. Keep a signed acknowledgment in each employee file.

IMPORTANT DISCLAIMER

This template is for general educational use and is not legal advice. Employment, wage, safety, accommodation, and uniform-cost rules vary by jurisdiction and industry. Have a qualified professional review your final policy.

Employee Uniform & Dress Code Policy Template

Fill in the fields, save a copy, and review the final policy with a qualified HR or legal professional.

1. PURPOSE, SCOPE & WHEN THE POLICY APPLIES

Purpose statement

Employees or departments covered

Company apparel is required during the following situations:

- All scheduled work shifts
- Job-site work
- Trade shows, events, or community appearances
- Other (describe below)
- Customer appointments or home visits
- Deliveries, installations, or service calls
- Any time an employee represents the company in public

2. APPROVED UNIFORM ITEMS BY ROLE

List the required or approved items for each role. Include style, color, quantity, and decoration.

Role / department	Approved garment(s)	Approved color(s)	Quantity / notes

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3. APPEARANCE, FIT & BRANDING STANDARDS

Approved base colors

Approved pants / bottoms

Logo placement and decoration standards

General appearance requirements

- Clean and ready to wear at the start of each shift
- Properly fitted and appropriate for assigned duties
- Only approved pins, patches, slogans, or accessories may be added
- Free from excessive stains, tears, holes, or fading
- Company logo may not be removed, covered, or altered
- Uniform should be worn as intended and not modified without approval

Additional appearance standards

4. PERSONAL LAYERS, OUTERWEAR & HEADWEAR

- Employees may wear approved personal layers underneath company apparel.
- Only company-issued or company-approved outerwear may be worn while customer-facing.
- Hats or headwear are permitted only when approved for the role or work environment.

Approved layering, outerwear, and headwear details

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5. FOOTWEAR, SAFETY APPAREL & PPE

Approved footwear requirements

Safety items or PPE required by role

- | | |
|--------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> High-visibility apparel | <input type="checkbox"/> Safety-toe footwear |
| <input type="checkbox"/> Safety glasses | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Hard hat | <input type="checkbox"/> Hearing protection |
| <input type="checkbox"/> Respiratory protection | <input type="checkbox"/> Other |

Keep ordinary branded uniforms separate from required personal protective equipment (PPE). The company should identify who provides, pays for, inspects, replaces, cleans, and trains employees to use required PPE.

6. GROOMING & HYGIENE STANDARDS

Use objective, job-related standards and avoid rules based on stereotypes.

- Employees must report to work with reasonable personal hygiene.
- Hair, facial hair, jewelry, and accessories must not create a safety or sanitation hazard.
- Fragrances may be limited where customer sensitivity, healthcare, food service, or safety concerns apply.
- Any grooming restriction must be applied consistently and reviewed when an accommodation is requested.

Additional grooming or sanitation requirements

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7. UNIFORM ISSUANCE, CARE & REPLACEMENT

Initial uniform package provided to each employee

Routine care and laundering responsibility

- Employee is responsible for routine washing and care. Company provides or pays for laundering.

Replacement rules

- Normal wear and tear - company replacement Work-related damage - company replacement
 Size change - manager approval required Lost item - employee reports promptly
 Intentional damage or repeated loss - handled under applicable I & S or company policy Seasonal replacement or annual uniform review

Replacement schedule / approval process

8. COSTS, PAYROLL DEDUCTIONS & LOST ITEMS

Select the approach your company uses:

- Company provides required uniforms at no cost Company provides a uniform allowance
 Employees may purchase optional extra items Any deduction or reimbursement requires written authorization and legal review

Company-specific cost, allowance, or optional purchase details

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9. ACCOMMODATIONS & POLICY EXCEPTIONS

Employees may request an exception or reasonable accommodation related to religion, disability, pregnancy, childbirth or related medical conditions, or another protected reason. Requests should be directed to the contact below. The company will review requests promptly and will not retaliate against an employee for requesting an accommodation.

Accommodation request contact

Accommodation review process / notes

10. POLICY ENFORCEMENT & CORRECTIVE ACTION

Managers should apply the policy consistently. Before corrective action, confirm the employee understood the rule, had access to the required apparel, and did not need an accommodation. Corrective action should follow the company handbook and applicable law.

Enforcement steps or cross-reference to handbook

11. RETURN OF COMPANY PROPERTY

- Employees must return specifically identified company-owned apparel or equipment at separation.
- The company will identify which items may be kept, must be returned, or must be destroyed due to security or branding concerns.
- Any payroll deduction connected to unreturned property will be made only when lawful and properly authorized.

Items that must be returned

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EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I received and reviewed the Employee Uniform and Dress Code Policy. I understand the approved apparel, appearance, care, safety, and return requirements that apply to my role. I understand that I may ask questions or request a reasonable accommodation. I understand that this acknowledgment does not create a contract of employment or alter the at-will relationship where applicable.

Employee name

Job title / department

Employee signature

Date

Manager / witness

Date

MANAGER IMPLEMENTATION CHECKLIST

- Policy reviewed for federal, state, local, and industry-specific requirements
- Approved garment style numbers, colors, and sizes documented
- Logo files, thread colors, print colors, placement, and dimensions standardized
- Uniform packages assigned by role or department
- PPE requirements reviewed separately from ordinary uniforms
- Accommodation request contact and process confirmed
- Replacement and reorder process documented
- Employees trained and acknowledgments collected
- Policy review date placed on the annual calendar

Uniform Program Planning Worksheet

Use this page to turn the policy into a repeatable apparel ordering system.

A. CORE GARMENT STANDARDS

Garment category	Brand / style number	Approved color	Decoration method	Logo placement	Reorder point

B. NEW EMPLOYEE UNIFORM KIT

Standard kit contents and quantities

Common sizes to keep in stock

Seasonal or role-specific additions

Uniform Reorder & Vendor Record

Save these details so future orders match the approved uniform standard.

C. VENDOR & ARTWORK RECORD

Vendor / decorator

Primary contact

Phone / email

Artwork file name(s)

Embroidery thread / print color references

Approved decoration dimensions and placement notes

D. REORDER PROCESS

Who may approve or place a reorder?

Minimum stock level or reorder trigger

Typical production lead time and planning notes

Notes for future orders