



**SALOPEK  
& ASSOCIATES**

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE

# Policy & Procedure Manual Table of Contents & Dress Code Policy Sample

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE



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## Policy Statement

A business is judged, not only by the quality of its products and services, but also by its people. It takes only a few seconds to form a first impression and more than half of that first impression is based on appearance. Therefore, all employees are expected to dress appropriately for their environment and act professionally.

## Guidelines

1. All employees working in the office must use discretion and good taste in choosing dress and grooming which are practical and suitable. This is particularly important in jobs which require employees to meet the public.
2. Inappropriate office attire includes, but is not limited to, the following:
  - clothing that would normally be worn to the beach, for yard work, dance clubs, exercise sessions and sports contests
  - clothing that reveals too much of an employee's back, chest, stomach or underwear
  - clothing that is intentionally ripped or torn
  - clothing with slogans or offensive language or images.
3. Personal hygiene is an important part of appropriate grooming. In particular, employees should be aware of personal odours that may be offensive to others (e.g. perfumes, colognes, body odour, etc).



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### ABOUT SALOPEK & ASSOCIATES LTD.

Salopek & Associates Ltd. is a team of human resource and business consultants specializing in strategy, human resources and board governance. We are available on an on-call basis to help you attract, retain and develop the right people and to put effective processes in place that will grow your business.

Each Associate on our team has more than 15 years of experience. In addition, our Specialists have advanced human resource and business designations. We own our own businesses and know the challenges related to running a successful business. Salopek & Associates understands the importance of attracting, retaining and developing good people. Our consulting team is on-call 24/7 and available when you need us. We are just a phone call or email away.