**Formal Dress Code Policy**

[Company Name] expects employees to dress appropriately in business attire. Because our work environment sees frequent visits from customers, clients, and the public, professional business attire is essential for our reputation. The formality of our business attire makes clients and customers feel that they can trust our judgment and recommendations.

Proper [business attire for men](https://www.thebalancecareers.com/formal-dress-code-attire-4051115) includes suits, sports jackets, and pants that are typical of formal business attire at work. For women, business attire includes pant and skirt suits and sports jackets appropriate to a formal business attire environment.

Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and [your professional image to clients](https://www.thebalancecareers.com/communication-and-professional-image-in-networking-1916641) should be the factors that are used to assess whether you are dressing in business attire that is appropriate.

We will deal with employees who wear business attire that is deemed inappropriate in this workplace setting on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.