

ADDRESSING DRESS CODE VIOLATIONS

When you need to address a dress code violation, the goal is to be **kind but clear**.
Here is a way to frame the conversation:

The Opening:



“Hi [Employee Name], do you have a quick moment to chat in my office?
I wanted to touch base with you regarding our office *dress code standards*.”

The Observation (Objective & Neutral):



“I noticed today that you’re wearing [specific item, e.g., denim jeans/a hooded sweatshirt]. As you know, our handbook outlines that our dress code is [explain the standards].”

The “Why” (The Business Standard):



“We maintain this standard to ensure we present a consistent, professional image to our clients/patients. It’s important that the whole team reflects that same level of professionalism.”

The Check-In (Compliance & Support):



“Is there any reason you weren’t able to meet that standard today, or is there anything I can clarify regarding the policy for you?” (This is the “Compliance” piece—it leaves the door open for them to mention a medical or religious need.)

The Resolution (no accommodation necessitated**):



“It is essential that your attire aligns with the company policy from this point on. Please understand that continued non-compliance will necessitate further corrective action, which may include written warnings, being sent home to change, unpaid leave, or even termination. I would prefer to avoid those steps, so I’m counting on you to take this to heart and adhere to the policy starting tomorrow.”

“If you have any questions about specific items in the future, please feel free to ask me beforehand. Thanks for understanding!”

**For accommodation concerns, please reach out to us for professional guidance.