



THE FORESIGHT COMPANIES, LLC

# Front Office News

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## Stylish Employees

How an individual dresses is a reflection of not only their personality but frequently their personal beliefs. Unfortunately this



may not always represent your business the way you want. There is no federal dress code. However, the courts at both the state and federal level have conceded that employers have the right to establish an acceptable style of dress for their employees. Therefore, funeral businesses have the right to create guidelines for appropriate dress for employees. Here are some simple steps to follow to develop a dress code for your business:

1. Start the process by identifying the various positions within your business and the clothing that is appropriate for the employees to wear
2. Identify if there are unique clothing requirements based on gender.
3. Consider how you want the public to perceive your business.
4. In a simple memo format describe your dress code. For example: all funeral directors are required to wear business suits in gray, black or navy. Women may wear a professional blouse and men a dress shirt. This memo can be very specific about your preferences. A list format by gender may be the best way to illustrate the dress code.
5. Don't forget to include items such as belts, shoes, suspenders, socks and stockings in the dress code.
6. If there are unique clothing requirements based

upon positions state what they are clearly.

7. Also consider personal grooming such as hair cuts, hair styles, facial hair, piercings and tattoos.
8. It's important to note that seasons, temperature, rain, snow and other weather conditions may impact what is considered appropriate clothing. Include a statement that weather conditions may impact the dress code.
9. Most important, update and review your dress code policy at least annually.

Once you have your memo ready present it to your employees and be available to answer any questions they may have on the policy. Communication is the key to success. If you need assistance creating a dress code for your business please call us.

## Announcing HR Services Complete Seminar

Foresight has been and continues to be at the forefront of Human Resources consulting for funeral homes and cemeteries throughout the United States. We are accepting reservations for Human Resource Complete, a 2 day seminar – November 12th & 13th at the Scottsdale Resort & Conference Center. Attendees will develop a complete HR service package for their business. Call Catherine at 602-274-6464 for more information or visit [www.f4sight.com](http://www.f4sight.com).