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## Question of the Week

July 31, 2024

### Question

Our previous HR director was lax about policy enforcement, particularly around tardiness and dress code. What's the best way to start enforcing these policies consistently?

### ANSWER

If possible, we recommend meeting with employees to inform them that, going forward, these policies will be uniformly enforced. If meetings aren't a viable option, a company-wide announcement is the next best option. Regardless of how you initially communicate the change, you may want to provide a couple of reminders in the first few weeks after the change—old habits can be hard to break. Make sure you document when and how this change in policy enforcement is communicated to employees.

If appropriate for your workforce, you could couple the new enforcement with fun incentives for employees and teams that arrive to work on time or otherwise successfully follow your policies. Company-provided lunches, for example, are a popular reward and likely to motivate punctuality and appropriate attire.

If employees continue to be late or dress inappropriately, you can and should discipline them in accordance with your policy. But do keep in mind that with dress codes and attendance policies, you may need to provide reasonable accommodations when required by law.

*This Q&A does not constitute legal advice and does not address state or local law.*

