

# Staff Conduct & Grooming SOP

Automotive & Mobility

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Get a staff conduct and grooming SOP — conduct standards (professionalism, punctuality, customer handling, integrity, confidentiality), grooming and uniform standards, and prohibited conduct. Fill in your details below.

## Purpose of this tool & output

Professional standards for customer-facing staff

## How the output is used

Adopt the staff conduct and grooming policy to set professional standards for customer-facing staff.

## Who receives it

Approved by management; applies to all customer-facing sales and service staff.

## Important cautions

AI-generated SOP; apply fairly and reasonably.

## Companion documents

- Automotive Hiring Kit
- Technician Training Program
- Sales Incentive Scheme Designer
- Staff Roster Planner
- Attendance & Leave Policy
- Staff Skill Matrix

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.