

Dress Code Policy

I. Introduction

This **Dress Code Policy** ("**Policy**" hereinafter) has been implemented by the decision of Board of Directors of the _____, dated _____.

The purpose of this Policy is to establish guidelines for appropriate clothing in the workplace to maintain a professional and respectful environment while ensuring the safety and comfort of all employees.

II. General Rules

All our employees are expected to be in a professional appearance and manner at all times in the workplace. The following rules and guidelines are applicable for all employees except the ones who are required to dress special clothes and uniform.

Employees are required to dress in a manner that is appropriate for their role and the nature of their work. This includes wearing clothing that is suitable for the office environment and consistent with company standards.

Depending on the nature of the workday and any client-facing interactions, employees may be required to adhere to either a business formal or business casual dress code. Details regarding the specific dress code expectations will be communicated by management.

Maintaining good personal hygiene is essential. Clothing should be modest and appropriate for a professional workplace. Revealing or overly casual attire, including but not limited to shorts, tank tops, and flip-flops, is not permitted. Closed-toe shoes are recommended for safety and professionalism.

Minimalistic jewelry and accessories are recommended. Excessive or distracting jewelry should be avoided. Employees are expected to maintain well-groomed hair and facial hair, if applicable. Extreme hairstyles or colors may be discouraged, depending on the company's policy.

III. Special Occupational Dress Codes

Special occupational groups, such as laboratory technicians, field engineers, or manufacturing personnel, may have specific dress code requirements for safety or job function. The following guidelines apply:

Safety Apparel - Technical staff and employees that are working on site of construction are required to wear appropriate safety apparel, including safety goggles, hard hats, gloves, or protective footwear, as specified for their job function or work environment.

Uniforms - Employees of _____ Departments are required to wear uniforms or specialized clothing provided by the Company. Uniforms must be clean, well-maintained, and worn as instructed.

Personal Protective Equipment - Employees must wear designated personal protective equipment, such as earplugs, respirators, or safety harnesses, as required for their job tasks. Required information about the personal protective equipment shall be provided to the employees of relevant departments. Failure to comply with this requirements may result in disciplinary action.

III. Execution and Sanctions

All employees are expected to adhere to this Policy. Managers and supervisors are responsible for enforcing the policy and addressing any violations promptly and professionally. Violations of the dress code may result in corrective action, up to and including termination of employment.

Please consult your manager if you have any questions and see the Disciplinary Code if you require further information about the sanctions.

Chairman of Executive Board

Name

Date

Signature



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