



DRESS CODE

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Haines Business Systems Ltd
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General Principles

The company's general code is to dress appropriately for the situation. Employees are representatives of the company and should at all times present the company in the best possible light. The dress code for normal office working is smart casual/business attire [*delete as appropriate*]. Business attire should be worn in situations where it is necessary to do so; for example, business meetings with clients, board meetings, etc.

Whilst the approach is informal, staff should not wear clothing that may cause offence to others – for example, inappropriate slogans on t-shirts.

Uniforms (where appropriate)

Where a uniform or other corporate look is required, staff should wear it when on company duty. Uniforms should be worn without additional adornments – for example, non-issued badges, scarves, etc.

Jewellery and Make-Up

Staff who are required to wear a uniform and/or are visible to customers should keep the wearing of jewellery and make-up to a minimum, wearing it within reason. Remember that you are representing the company. If your supervisor or manager feels that you are wearing an inappropriate amount of jewellery and/or make-up, he/she may require you to remove them before you ...