

ARAKEN SDN BHD

Dress Code Policy

Version 1.0

ARAKEN SDN BHD DRESS CODE POLICY

Document Controller

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Outline

- 1.0 The Policy
- 2.0 Personal Grooming
- 3.0 Hygiene
- 4.0 Company Dress Codes
 - 4.1 On the company office premises
 - 4.2 At client offices / sites
 - 4.3 At outdoor work sites

1.0 The Policy

- **Policy :** It is the policy of the Company that all employees to abide by this Dress Code policy at all times in order to represent the Company properly and to create a professional business environment and attitude. This standard is commensurate with best practices of appropriate business conduct & professionalism.
- **Objective:** The Company commits to ensure a **safe, healthful, and positive** working environment, **free from disruption**, where people can grow and learn. It is vital for all employees to project a positive & professional image to clients, potential employees, and business partners.
- **Scope:** Applies to all employees including interns.
- **Responsibilities:** All employees are expected to adopt & maintain the Company Dress Code. If there is any doubt or ambiguity please refer to the office / company directors for an interpretation.
- **Compliance:** Employees are required image in the workplace any time they are at work or otherwise representing the Company, such as during professional association meetings and business travel. Failure to adhere to this policy may result in appropriate disciplinary action, up to and including termination of employment.

2.0 Personal Grooming

- Clothing must be clean and in good condition.
- Socks or hose must be worn with shoes.
- Neat and well groomed hair, sideburns, mustaches and beards (no artificial colors, e.g. pink, green, etc. that would be deemed unprofessional).
- Moderate make-up.
- Secured long hair (hair must be tied back or kept neat) - Female.
- Clothing must not interfere with the safe operation of equipment.

3.0 Hygiene

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing teeth) required.
- Use deodorant / anti-perspirant to minimize body odors.
- No over scented perfumes, colognes and lotions that may cause unpleasant to others.
- Clean and trimmed fingernails.
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.
- Ear piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture.
- Tattoos that are perceived as offensive, hostile or that diminishes the effectiveness of the employee's professionalism must be covered, and not visible to staff, clients or visitors - unless it is culturally acceptable e.g. Iban tattoos.

4.0 Company Dress Code

This Company Dress Codes will be applied to three different work environments:

4.1

**On the company
office premises**

4.2

**At client offices
/ sites**

4.3

**At outdoor work
sites**

4.1

On the Company Office Premises

4.1 On The Company Office Premises

- **Business professional attire** is encouraged in the company office premises. **It is however business casual is allowed** during normal course of duties (during normal office hours).
- A business casual dress policy calls for everyone exercising good judgment. It may be comfortable however, must not serve as a distraction to other employees, clients or other visitors, and may not cross the line between “business casual” and “casual
- All employees are expected to use their good judgement and common sense in presenting themselves as “appropriate” for their position. Dressing in a manner appropriate for the work being performed and consistent with safety rules and considerations.
- All other employees are based on client’s office premise are required to adhere to client’s dress code policy.
- Denim jeans, corduroy, jeggings, leggings and slim fit pants are strictly prohibited.
- Footwear such as sandals, slippers - flip flop, crocs shoes, sneakers, open toe shoes are not allowed in business casual wear.
- Note that the this company dress codes may accept to what is the current norms for the office wear.

List of examples of items considered too casual and/or inappropriate (the list is not exhaustive). If ever in doubt, please consult the office.

- Revealing or overly tight clothing that reveal or inappropriate body parts or shape.
- T-shirts of a casual nature, such as those printed or embroidered with sayings or logos, as well as those intended to be worn as undershirts
- Tops with spaghetti straps, halter tops or muscle shirts
- Tops that are transparent or see-through, or that give the appearance of such
- Shorts, / very short skirts
- Items with language or images that can be considered foul, vulgar or obscene
- Apparel with holes, rips or tears
- “Workout attire”, including sweat pants, sweat suits, sweat shirts, hoodies, tennis attire or athletic shoes
- Beachwear, including swimwear, swimsuit cover-ups, or casual flip flops
- Hats, caps, sweatbands or bandanas
- Jeans, Denims

Business Casual (Male)

Acceptable



Short Sleeve Shirts



Jacket with khakis pants



Casual Blazer

Not Acceptable



Slim Fit Pants (US, D, N, UP)



Sleeveless Shirts (D, UP, US)



T-Shirts & Denims/ Jeans (UP)



Bermuda/ Shorts (US)



Crop Pants (D, UP)



Sports Wear (UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Classic / Double / Single Breasted Suit



Corporate Jacket

Not Acceptable



Winter / Sports Jacket (UP)



Corduroy Jacket (UP)



Floral Jacket (D, AN, N, UP)



Leather Jacket (UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Tops

Acceptable



Batik / Plain / Stripped / Checkered - long / short sleeve with collar



Corporate Shirt

Not Acceptable



Sleeveless Shirt
(US, D, AN, N, UP)



Sweatshirt (UP)



T-Shirt (UP)



Floral Printed Shirt (D, AN, N, UP)



Denim / Jeans
Corduroy /
Leather (UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Bottoms

Acceptable



Casual Slacks



Khakis

Not Acceptable



Denims/ Jeans /
Corduroy /
Leather (UP)



Bermuda/ Shorts
(US, D, AN, N,
UP)



Overall (AN, UP)



Cropped / Colored /
Slim Fit Pants

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Lace Up Shoes



Slip On Shoes



Loafers

Not Acceptable



Sneakers (UP)



Crocs Shoe (US, D, AN, UP)



Colored / Canvas Shoes (D, AN, N, UP)



Sandals (UP)

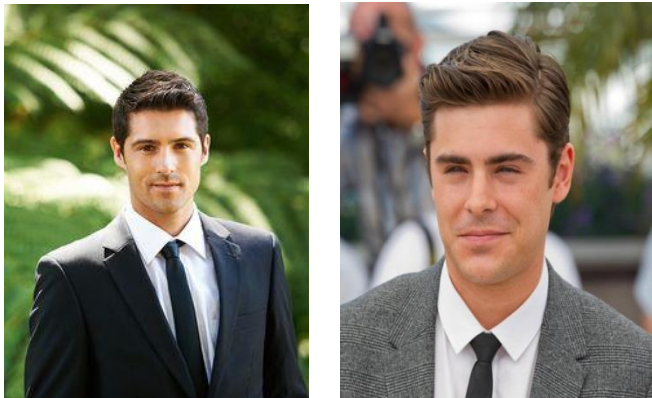


Slippers / Flip flops (US, D, AN, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

P/S: Exceptions are only for health reasons such as injuries etc

Acceptable



Short & Well Groomed Hair

Not Acceptable



Long Hair (US, D, AN, UP)



Messy Hair (D, AN, N, UP)



Tattooed Hair (D, AN, N, UP)



Outrageous Hair Style (US, D, AN, N, UP)



Fancy Dyed Color (D, AN, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Business Casual (Female)

Acceptable



Jubah



Blouse



Cardigan



Jacket & Shirt with pants



Cotton / Khakis Pants

Not Acceptable



Sports Wear (UP)



T-Shirt (UP)



Sports Wear (UP)



Leggings / Jeggings (D, N, UP)



Jeans / Denims (UP)



Sleeveless & Sheer Blouse (US, D, AN, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Boyfriend
Blazer



Classic
Blazer



Cropped
Blazer



Belted Blazer



Knitted
Blazer



Corporate
Jacket

Not Acceptable



Winter Jacket
(AN, UP)



Sports Jacket
(UP)



Leather Jacket
(UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Tops

Acceptable



Blouse



Collared Shirt



Long Loose Blouse



Patterned Blouse



Corporate Shirt



Cardigan

Not Acceptable



Sweatshirt (UP)



T-Shirt (UP)



Cropped Top (US, D, N, UP)



Denim / Jeans Corduroy / Leather Jacket (UP)



Sleeveless & Sheer Blouse (US, D, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Formal Long Skirt

Formal Long Pants

Palazzo Pants



Cotton / Khakis Loose Pants



Below Knee Skirt

Not Acceptable



Mini Skirt / Skorts
(US, D, AN, N UP)



High Slit Skirt
(US, D, AN, N, UP)



Lace Skirt
(US, D, AN, N, UP)



Denim / Jeans
Corduroy /
Leather Pants
(UP)



Legging / Jegging
/ Slim Fit /
Cropped Pants (D,
AN N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Closed Toe Shoes

Not Acceptable



Sneakers (UP)



Crocs Shoes (US, D, AN, UP)



Open Toe Shoes (US, D, UP)



Excessive High Heels (US, D, N, UP)



Open Toe Wedges (US, D, UP)



Slippers / Flip flops / Sandals (US, UP)



Colored / Canvas Shoes (D, AN, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

P/S: Exceptions are only for health reasons such as injuries, pregnant ladies etc

Acceptable



Well Groomed Hair



Modest Hijab Style

Not Acceptable



Messy Hair (US, D, AN, N, UP)



Fancy Colored Hair Style (D, AN, N, UP)



Heavily Beaded Hijab (D, UP)



Inappropriate Hijab Style (D, AN, N, UP)



Outrageous Style (US, D, AN, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

4.2

At Client Offices / Sites

4.2 Work at Client Office / Site

Guidelines for Male Employees

- In working at client office or site, employees **must always alert and adhere** on their dress codes and norms.
- Employees are expected to meet / exceed client's Dress Codes.
- If client's dress code is to put on their uniform (supplied), employees shall adhere to it.
- Male employees must wear “safe” color for shirts such as white, beige & light blue. It is necessary to avoid wearing gaudy/floral shirts.
- Shirts must be tucked in, except for corporate shirt.
- The traditional attires such as baju melayu (full suite) & batik with long sleeves are permissible to wear as long as it exude professional appearance.
- Accesories such as socks & bags must be kept clean & simple.

Business Professional (Male)

Acceptable



3-Piece-Suit



2-Piece-Suit



Long Sleeve Shirt with Tie



Baju Melayu



Batik Shirt with Long Sleeve

Not Acceptable



Slim Fit Pants (US, D, N, UP)



Sleeveless Shirts (D, UP, US)



T-Shirts & Denims/Jeans (UP)



Bermuda/ Shorts (US)



Crop Pants (D, UP)



Sports Wear (UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Blazers & Jackets

Acceptable



Classic / Double / Single Breasted Suit



Corporate Jacket

Not Acceptable



Winter / Sports Jacket (UP)



Corduroy Jacket (UP)



Floral Jacket (D, AN, N, UP)



Leather Jacket (UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Guide to formal suit rules:

Why Does Buttoning Your Suit The Right Way Matter?

- **It sends a signal that you pay attention to the details.** The vast majority of men who violate these rules do so because they do not wear a suit regularly. These small rules are used by “those in the know” to identify other men “in the know”.
- **In most situations, this makes a suit look better on a man.** A buttoned suit when standing cuts a cleaner silhouette.
- **Prevent the buttons from popping.** When seated, unbuttoning allows to sit more comfortable, prevents wrinkles and keeps the buttons from popping.
- **Suits are tailored with the assumption that the bottom button will never be fastened.** Modern suits are cut in such a way that the fabric does not drape properly when the bottom button is fastened for a two button or three button jacket.

Guide to formal suit rules:

The rules are easy enough to learn from the suit buttoning infographic below.

SUIT JACKET BUTTONING RULES



SINGLE BREASTED SINGLE BUTTON SUIT
Very easy to remember:
When standing you must button the only button.
When sitting, you must unbutton.

SINGLE BREASTED TWO BUTTON SUIT
The top button must be fastened when standing
and the second button should never be fastened.
Jacket must be unbuttoned when seated.

SINGLE BREASTED THREE BUTTON SUIT
There are two options. When standing, fasten top
two buttons and leave the third unfastened
or fasten only the middle button.

RMRS
Real Men Real Style

Tops

Acceptable



Batik / Plain / Stripped / - long sleeve
with collar



Corporate Shirt

Not Acceptable



Sleeveless Shirt
(US, D, AN, N,
UP)



Sweatshirt (UP)



T-Shirt (UP)



Floral Printed
Shirt (D, AN,
N, UP)



Denim / Jeans
Corduroy /
Leather (UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Bottoms

Acceptable



Formal Slacks

Not Acceptable



Denims/Jeans /
Corduroy /
Leather (UP)



Bermuda/ Shorts
(US, D, AN, N,
UP)



Overall (AN, UP)



Cropped / Colored / Slim Fit
Pants (D, AN, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Lace Up Shoes



Slip On Shoes



Loafers

Not Acceptable



Sneakers (UP)



Crocs Shoe (US, D, AN, UP)



Colored / Canvas Shoes (D, AN, N, UP)



Sandals (UP)

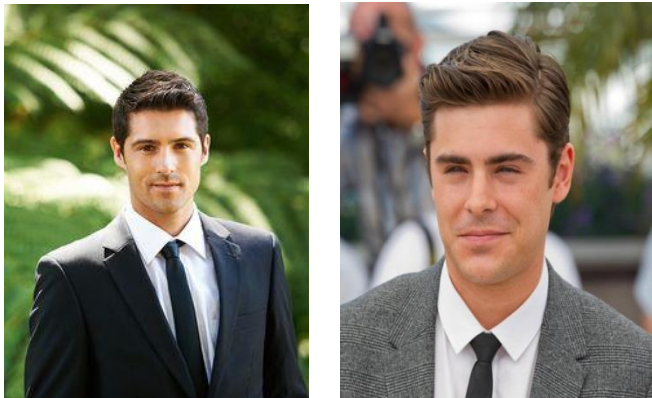


Slippers / Flip flops (US, D, AN, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

P/S: Exceptions are only for health reasons such as injuries etc

Acceptable



Short & Well Groomed Hair

Not Acceptable



Long Hair (US, D, AN, UP)



Messy Hair (D, AN, N, UP)



Tattooed Hair (D, AN, N, UP)



Outrageous Hair Style (US, D, AN, N, UP)



Fancy Dyed Color (D, AN, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

4.2 At Client Offices / Sites

Guidelines for Female Employees

- In working at client office or site, employees **must always alert and adhere** to their dress code.
- Employees are expected to meet / exceed client's Dress Codes.
- Those who wears skirts / dress, it is necessary to ensure that the hemline of the skirts / dress is below the knee.
- Smart long pants may be worn. However, casual pants such as jeans, denim, track suit, shorts are prohibited.
- It is allowed to wear articles of clothing that manifest their religious faith in modesty - such as hijabs. Hijabs must be appropriate for office wear - gaudy colors / prints, heavily accessorized should be avoided.
- Niqab / burqa is discouraged. However, whenever in doubt please seek advice from the office.
- National traditional cloth such as baju kurung are also permissible as long as it exude professional appearance
- Jewelries and accessories must be kept minimal, simple & appropriate size
- Cosmetics, makeup should be conservative.
- Shoes must be kept formal simple & appropriate - avoid sandals, slippers & flip flops.

Business Professional (Female)

Acceptable



Full Suit
Pants



Full Suit
Skirt



Baju
Kurung



Blazer &
Skirt



Shirts with
Pants

Not Acceptable



Printed Pants (D,
N, UP)



T-Shirt (UP)



Colored Skirt (D,
N, UP)



Printed Jacket &
Jeans (D, UP)



Sundress (US, D,
N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Boyfriend
Blazer



Classic
Blazer



Cropped
Blazer



Belted Blazer



Knitted
Blazer



Corporate
Jacket

Not Acceptable



Winter Jacket
(AN, UP)



Sports Jacket
(UP)



Leather Jacket
(UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Tops

Acceptable



Collared Shirt



Blouse



Corporate Shirt

Not Acceptable



Sweatshirt (UP)



T-Shirt (UP)



Cropped Top (US, D, N, UP)



Denim / Jeans
Corduroy /
Leather Jacket
(UP)



Sleeveless &
Sheer Blouse (US,
D, N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Formal Long Skirt



Formal Long Pants



Below Knee Skirt

Not Acceptable



Mini Skirt / Skorts
(US, D, AN, N, UP)



High Slit Skirt
(US, D, AN, N, UP)



Lace Skirt
(US, D, AN, N, UP)



Denim / Jeans
Corduroy /
Leather Pants
(UP)



Legging / Jegging
/ Slim Fit /
Cropped Pants (D,
AN N, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

Acceptable



Closed Toe Shoes

Not Acceptable



Sneakers (UP)



Crocs Shoes (US, D, AN, UP)



Open Toe Shoes (US, D, UP)



Excessive High Heels (US, D, N, UP)



Open Toe Wedges (US, D, UP)



Slippers / Flip flops / Sandals (US, UP)



Colored / Canvas Shoes (D, AN, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

P/S: Exceptions are only for health reasons such as injuries, pregnant ladies etc

Acceptable



Well Groomed Hair



Modest Hijab Style

Not Acceptable



Messy Hair (US, D, AN, N, UP)



Fancy Colored Hair Style (D, AN, N, UP)



Heavily Beaded Hijab (D, UP)



Inappropriate Hijab Style (D, AN, N, UP)



Outrageous Style (US, D, AN, UP)

Unsafe = US
Distraction = D
Against the norm = AN
Negative = N
Unprofessional = UP

4.3

At Outdoor Work Sites

At Outdoor Work Sites

- The Company counts heavily on the safety of its employees. Therefore the following part discussing on the dress code procedures in this section applies to the employees who are required to go for outdoor work sites.

Safety

- All employees must adhere to the Malaysian Act 514 of Occupational Safety And Health Act 1994 in the matters pertaining to minimal dress codes on site visit under Section 66 Subsection (2) clause (j)

(j) prescribe the requirements with respect to the provision and use in specified circumstances of protective clothing or equipment and rescue equipment;



At Outdoor Work Sites

Protections

- All employees have duties on themselves concerning the provision and use of personal protective equipment (PPE) at work either provided by the Company or at the construction site by the clients.

PPE

- PPE is equipment that will protect the employees against health or safety risks at work when they are required to go on site. This may include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. (Depends on the type of site visit).
- Hearing protection and respiratory protective equipment provided for most work situations are not covered by this policy because there are other more specific regulations that apply to them. However, these items need to be compatible with any other PPE provided.
- Malaysian government gives an exemption for turban-wearing Sikhs working on construction sites from the need to wear head protection since 1973.

Assessing Suitable PPE

- To make sure the right type of PPE is chosen, consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them; this may be different for each job.

At Outdoor Work Sites

Types Of Hazard and Types Of PPE

- **Eyes**

Hazards: Chemical or metal splash, dust, projectiles, gas and vapor, radiation.

Options: Safety spectacles, goggles, face-shields, visors.

Note: Make sure the eye protection has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly.



Safety Goggles
/ Glasses

- **Head**

Hazards: Impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: A range of helmets, hard hats and bump caps.

Note: Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection. Do not forget neck protection, e.g scarves for use during welding. Do not use head protections if it is damaged ask for replacement.



Safety Helmet

At Outdoor Work Sites

Types Of Hazard and Types Of PPE

- **Breathing**

Hazards: Dust, vapor, gas, oxygen-deficient atmospheres.

Options: Disposable filtering face-piece or respirator, half- or full-face respirators, air fed helmets, breathing apparatus.

Note: The right type of respirator filter must be used as each is effective for only a limited range of substances. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus - never use a filtering cartridge. Filters only have a limited life; when replacing them or any other part, check with the manufacturer's guidance and ensure the correct replacement part is used.



Safety Mask

- **Protecting the body**

Hazards: Temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.

Options: Conventional or disposable overalls, boiler suits, specialist protective clothing,

Note: The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility. Don't forget other protection, like safety harnesses or life jackets.



Safety Vest



Safety
Harness

At Outdoor Work Sites

Types Of Hazard and Types Of PPE

- **Hands and arms**

Hazards: Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.

Options: Gloves, gauntlets, mitts, wrist-cuffs, armlets.

Note: Avoid gloves when operating machines such as bench drills where the gloves could get caught. Some materials are quickly penetrated by chemicals so be careful when you are selecting Barrier creams are unreliable and are no substitute for proper PPE. Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems; using separate cotton inner gloves can help prevent this. Be aware that some people may be allergic to materials used in gloves, e.g. latex.



Safety Gloves

- **Feet and legs**

Hazards: Wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: Safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spats.

Note: Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating. It is important that the appropriate footwear is selected for the risks identified.



Safety Boots

Thank you