

26. Dress Code & Workplace Appearance Policy

Purpose

The purpose of this policy is to maintain a professional, respectful, and safe work environment by establishing clear guidelines on dress and appearance for all employees, both in-office and during remote work video conferences. The policy ensures that Qubify's corporate image is consistently upheld.

Scope

This policy applies to: - All employees, interns, contractors, and consultants representing Qubify. - All work settings, including office premises, client sites, and virtual meetings.

General Guidelines

- Employees must dress in business casual attire unless otherwise required for specific roles or events.
- Clothing should be neat, clean, and free of offensive graphics, slogans, or messages.
- Grooming and personal hygiene must be maintained at a professional standard.
- All employees should present themselves in a way that instills confidence in clients and colleagues.

Specific Requirements

a. In-Office Work - Business casual attire is the standard unless a more formal dress code is announced for client visits or presentations. - Avoid ripped jeans, shorts, sleeveless shirts, flip-flops, or overly casual sportswear. - ID badges must be visible at all times on office premises.

b. Remote Work / Virtual Meetings - Employees must wear appropriate attire during video calls (no loungewear or nightwear). - Ensure a tidy and distraction-free background when attending virtual meetings. - Maintain professional grooming standards as in an in-office setting.

c. Client Meetings / Representing Qubify - Formal business attire may be required, including blazers, formal shirts, trousers, or professional dresses. - Branded company attire will be provided for events, exhibitions, or official functions where uniformity is required.

Exceptions

- Casual dress days may be announced by management (e.g., Fridays or special events).
- Specific roles (e.g., field technicians, marketing event staff) may have customized dress codes, including safety gear or branded clothing.

Enforcement & Disciplinary Action

- First violation: Verbal reminder from HR or reporting manager.
- Second violation: Written warning.
- Continued violations: Deduction of half-day salary per instance.
- Repeated non-compliance: May result in suspension or termination.