

ELSEWEDY ELECTRIC GROUP

Dress Code & Personal Appearance Policy

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1. Purpose

This policy is designed to guide employees on the required standards of dress and appearance.

Employees *must* maintain an appropriate standard of dress and personal appearance at work and conduct themselves in a professional manner at all times both within the workplace and when representing the Company.

This Policy is a minimum standard, where local legislations define higher standards: the Group shall comply with them.

2. Applicability

This policy applies to all the operating companies and subsidiaries directly or indirectly controlled by Elsewedy Electric, and all the geographical regions where Elsewedy Electric companies and subsidiaries are operating.

3. Definitions

Business Formal Dress Code includes suits and ties for men, while women require business suits with pants or a long skirt and a jacket.

Semi-Formal Dress Code includes suits, jackets, shirts, skirts and pants that are typical of formal business attire at work.

4. Roles & Responsibilities

The following personnel have roles and responsibilities with regard to the implementation of this policy as described in detail in the Principles and Procedures section:

- BUs HRBP to assure the application of this policy
- HR Operations team to apply the internal disciplinary actions for policy violation.

5. General Rules & Principles

As representatives of Elsewedy Electric Group, employees should adhere and abide by the following dress code guidelines:

5.1. For Offices:

- Formal or Semi-Formal: suits, jackets, shirts, skirts, and pants that are typical of formal business attire at work.
- The company requires employees to always dress neatly, appropriately, and that they maintain adequate personal hygiene.
- All clothing shouldn't have tears, rips or holes, even if it is the current fashion.
- Clothes should be professional, which means that it should not be too revealing, or having any stamps or prints that are offensive or inappropriate.
- On Thursdays, smart casual wear is accepted. Jeans, Polo Shirts, T-shirts (no drawings), sneakers are accepted. Slippers, shorts, ripped jeans and sportswear are not allowed even during Thursdays.
- On Thursdays, The direct manager has the right to decide the appropriate attire of his team according to the job nature.
- Females are allowed to wear jewelry. However, any visible body piercings during working hours are not allowed.
- Employees on a mission outside the office can wear either formal or casual depends on the nature of the mission and after obtaining approval the direct manager.
- At all times employees should comply with the following:
 - o Neat haircut.
 - o Trimmed beard, mustache, and whiskers
 - o Personal hygiene.
 - o Proper and clean nails.

5.2. For Sites and factories:

- The employees must comply to wearing the appropriate attire for the sites and ensure the health and safety regulations as following:
 - o Safety helmet with Elsewedy electric logo
 - o Safety glasses and any other required safety equipment for their work area.

- O Clean and ironed coverall
- O Personal protective equipment should be worn according to HSE department instructions.

5.3. Uniformed Personnel:

- The uniform should always be clean, neat, in a good shape, and pressed and the employees must maintain adequate personal hygiene.
- All employees must change before leaving the premises and It is not allowed to wear your uniform off duty.
- Each employee must take personal care of his/her uniform. Any intentional damage caused to the uniform will have to be compensated by the employee.

6. Dress Code Violation

- The company has the right to warn an employee who does not comply with the dress code guidelines according to the internal disciplinary actions policy and as per the labour law of each country.
- Managers or supervisors are expected to inform employees when they are violating the dress code. This may include having to leave the work to change clothes.
- Repeated violations or violations that have major repercussions may lead the HR operations team to apply disciplinary action being taken up to and including termination.

7. Policy Compliance

Elsewedy Electric may conduct regular audits in all its facilities and structures to monitor compliance with this policy. The Group could also perform internal surveys or initiatives to encourage the employees to always report violations of its policies. All concerns related to the policy shall be freely raised and appropriately handled and followed up by the Group. All Elsewedy Electric staff members are expected to report any case of non-compliance with the policy. The employees should be aware that they have a moral and ethical duty to report such instances and should not fear retaliation. The Group recognizes the importance of confidentiality and could grant anonymity to the complainants who wish so, given that such information does not impede the investigation or resolution of the dispute. There should be no limitation to the filing of complaints, in terms of accessibility to all employees and quantity. The Group will make sure that the employees know where and to whom they can

refer for denounces or complaints. Elsewedy Electric ensures that appropriate measures and penalties will be applied in case of non-compliance with this policy.

8. Discipline & Remediation

Violations of this policy may lead to disciplinary action up to, and including termination of employment/ partnership. All disciplinary actions shall be undertaken in accordance with the Group's sanctions list and with all applicable local laws and other legal requirements. The remediation shall be undertaken on a case-by-case basis and in accordance with all applicable local laws and other legal requirements.

9. Policy Review

This policy shall be reviewed annually and/or when deemed necessary.

10. Version Control

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