



Project Deliverable 2

Faculty Name:	Information Technology
Module Code:	ITPFA1-B11
Module Name:	Non-Technical Skills for IT Professionals
Module Leader:	Dr Amos Anele
Copy Editor:	Mr Kevin Levy
Submission Date:	Week 3


Group Number and Name	Group number- 1 Group name – Integrated IT systems Inc.
Group Member Details	EDUV4963836 – Ramahuma; Thato (leader) EDUV4957603 – Nthakheni; Dzangafulu EDUV4864339 – Dell’Erba; Celina EDUV4959589 – Kekana; Mantshupu Genius EDUV4912876 – Thukoane; Obokeng Khumo EDUV4955993 – Joseph Ani
Project Title	Deliverable 2
Submission Date	Friday Week 3 (2024/03/15)
Signature of Group Leader	<div>X </div> <div>T.Ramahuma VC</div>



Table of Contents

Group and customer information	3
Project Deliverable detail.....	3
Scope.....	3
Aim and objectives	3
Integrated IT Systems inc Dress Code Policy.....	4
Policy brief & purpose	4
Scope.....	4
Policy elements	4
What is Business Dress Code?.....	4
Uniform components	5
Modification guidelines	5
Issuance and maintenance.....	5
Personal grooming and hygiene.....	6
Disciplinary Consequences	6
Customer sign-off	7
Bibliography	8



Group and customer information

Group 1: [Integrated IT Systems Inc.](#)

- Ramahuma Thato: **Vice President and HR** (Group leader) (EDUV4963836)
- Nthakheni Dzangafulu: **CEO** (EDUV4957603)
- Dell'Erba Celina: **COO** (EDUV4864339)
- Kekana Mantshupu Genius: **CFO** (EDUV4959589)
- Joseph Ani: **CIO** (EDUV4955993)
- Thukoane Obokeng Khumo: **MM** (EDUV4912876)

Project Deliverable detail

Scope

This deliverable will cover all aspects of the companies Ethic Code of Conduct. This Code of Conduct is applicable to all members of the company and must be strictly adhered to.

Aim and objectives

The aim of this project deliverable is to develop an ethical Code of Conduct that guides and instructs all members of the company throughout their daily work.



Integrated IT Systems inc Dress Code Policy

Policy brief & purpose

Our **dress code company policy** specifies on the appropriateness of how our employees should dress at work. Employees should be mindful of how they dress in front of clients, visitors and all other parties as they are at the forefront of representing our company. An employee's appearance is imperative in displaying our company's morals and culture and influences people's opinions and views.

Scope

This policy applies to all our employees and employers.

Policy elements

These dress code rules always apply:

- All employees must have good hygiene and must be well-presented. There are no restrictions in conjunction to grooming styles in relation to religion and ethnicity.
- All clothes must be work-appropriate. Clothes that are typical in workouts and nightlife activities are not allowed.
- All clothes must portray an image of professionalism. Clothes that are too revealing or inappropriate are not allowed.
- Discernible rips, tears or holes are not allowed.
- Employees should avoid clothing that have offensive or inappropriate items or words that may hinder the image of the company.

What is Business Dress Code?

A business dress code is a wavier that our employees and employers are abided to follow according to the legal contract that each one of the had signed and returned to our company. Our company's official dress code is *Business Casual*. This implies that all members of the company must wear traditional business attire that has a few relaxed modifications.

We may substitute our workplace dress code in different situations. For instance, when our company hosts formal events, it is required for all employees and employers to wear black tie. Our company has introduced themed Friday where employees can wear more casual clothing according to the weeks theme. This won't apply if employees are meeting with clients, partners and other external parties.



An employee's position may impact their dress code. If employees frequently meet with clients or investors, they should uphold to a more formal and employees who are frequently working with hazards equipment will be forced to be dressed appropriately and in the required attire.

Uniform components

- Black [Integrated IT Systems inc]-branded polo shirt with logo (provided by the company)
- Dark blue or black pants/skirts (plain, no visible logos or patterns)
- Black or brown leather shoes or white sneakers (no open-toe shoes or heels unless required)
- Standard white lab coat (for specific roles, provided by the company)
- Over-rolls provide by the company with rubber gloves.
- Employees and employers should dress appropriately for work- and work-related events.

Modification guidelines

Employees may add personal touches to their uniforms within these guidelines:

- No visible tattoos, when covered by the required uniform components.
- No inappropriate, visible piercings
- Accessories such as watches, earrings and bracelets may be worn
- Any opposing company uniform is prohibited in our company
- Traditional or cultural accessories such as hijabs are allowed to be worn

Issuance and maintenance

- Our company (Integrated IT Systems Inc.) will offer the first pair of work clothes for free.
- An allocated retail store will be allocated in order to purchase additional work attire.
- Keeping your uniform clean is the responsibility of each employee.
- Damaged or worn-out uniforms must be replaced by the employee immediately.
- Discounts on recycled items are offered for employees.



Personal grooming and hygiene

- Employees appearance must be clean and presentable at all times in the workplace.
- All hairstyles are acceptable as long as it is neat (Freeform locks are prohibited)
- Perfumes, colognes, or strong fragrances should be used outside the work environment in consideration for members that could have allergies or irritations.

Disciplinary Consequences

When an employee disregards our dress code, their managers are responsible for alerting them and making sure that the matter is delt with immediately. As stated in the wavier that each employee and employer has signed you are to obey the given Dress Code Rules/restriction.


Employees may face more severe consequences such as termination of the employment contract, if:

- Their appearance causes irreparable damage, like loss of a major client.
- They repeatedly violate our dress code.
- Create a bad image towards the company.

(Review the company's Code of Conduct for more information.)



Customer sign-off

Customer name and surname	Customer signature	Date 2024/03/12
Group leader name and surname Thato Ramahuma	Group leader signature 	Date 2024/03/12



Bibliography

There are no sources in the current document.