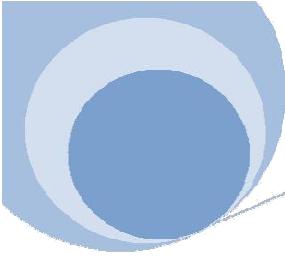


**ZEMEN BANK S.C.**  
**DRESS CODE**



# **ZEMEN BANK S.C.**

## **DRESS CODE**



## ZEMEN BANK S.C. DRESS CODE



### 1. OBJECTIVE

Zemen envisions an attractive and suitable workplace for both customers and employees. In this regard, a dress code which the bank believes to reflect its values and enable all employees to reflect a professional image to stakeholders is of a greater concern. On top of our dream to stay unique in the market, the banking industry also requires the appearance of trusted professionals having a standard dress code. In this connection the bank provides uniform to frontline staff (uniform entitled) and set a standard dress code (office attire) for all non-uniform staff.

This is a general overview of appropriate Service Professional attire. Neither list is all-inclusive. The lists tells what is generally acceptable and what is not acceptable as Service Professional attire.

No dress code can cover all contingencies, so employees must use a certain amount of judgment in their choice of clothing. If one is uncertain about what is acceptable work attire, supervisor or the Human Resource and Support Service department can be consulted.

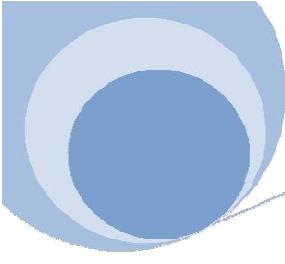
### 2. DEFINITION

**2.1 GENERAL UNIFORM STAFF:** - includes all employees who are entitled for uniform.

**2.2 OTHER SUPPORT PROFESSIONALS:** includes employees working in areas of electrical, plumbing machine and general maintenance and laborers.

**2.3 IT INFRASTRUCTURE SUPPORT PROFESSIONALS** includes employees of the bank working in IT unit and give support for ATMs, POS and other outlets IT infrastructure of the bank.

**2.4 NON-UNIFORM STAFF:**- applies to all employees of the bank (including managerial professional and non-professional staff) who are not entitled for staff uniforms.



## ZEMEN BANK S.C. DRESS CODE



### **2.1 GENERAL UNIFORM STAFF**

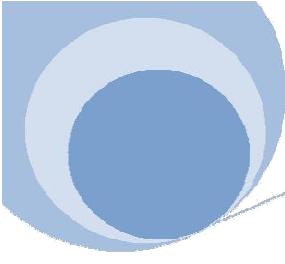
When the Bank requires employees to wear a uniform, it shall provide those employees with sets of the required uniform trousers, skirts and shirts. Depending on the employees position the bank shall also provide employees with safety shoes, normal shoes and socks. Employees shall be fully responsible for the safe keeping, basic preservation and cleaning of uniforms issued to him or her. Employees shall report immediately to thier supervisor when any uniform is damaged or lost.

#### **LADIES UNIFORM**

- **Skirt** should not be very short above the knee and below the knee only up to 10cm long
- **Shirt color:** White on Monday, Wednesday and Friday  
: Blue on Tuesday, Thursday and Saturday
- **Scarf:** under the shirt
- **Hair style:** shall be clean, trimmed and controlled in an appropriate style so not to interfere with job duties.
- **Shoes:** Black
- **Badge:** identification badge shall be worn clearly visible above the waist at all times. These badges shall identify the name and position of the employee.

**ACCEPTABLE**





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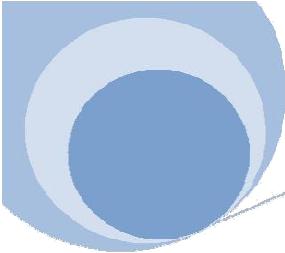


### Not Acceptable



### MEN's UNIFORM

- The **trouser** bottom should be 18-19cm
- **Shirt color:** White on Monday, Wednesday and Friday  
: Blue on Tuesday, Thursday and Saturday
- **Tie:** should be wear neatly
- **Shoes:** Black
- **Socks:** earth tone colors preferable black, grey, and brown also size should not be very short.
- **Badge:** identification badges shall be worn clearly visible above the waist at all times. These badges shall identify the name and position of the wearer.



## **ZEMEN BANK S.C.**

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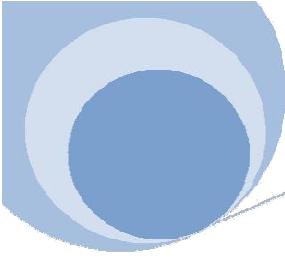
- **Hair on the head and face:** shall be clean, trimmed and controlled in an appropriate style so not to interfere with job duties.

**ACCEPTABLE**



**NOT ACCEPTABLE**





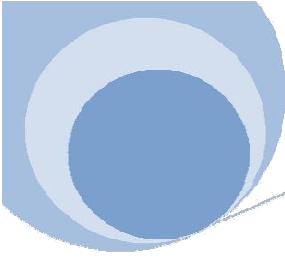
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### **2.2     SUPPORT PROFESSIONAL**

- The bank will provide them with T-shirt and over coat uniforms having the bank's brand
- The employees are expected to wear neat and appropriate trousers like that of kaki.
- Keeping the face and head hair as neat as possible.
- Identification badges shall be worn clearly visible above the waist at all times. These badges shall identify the name and position of the wearer.



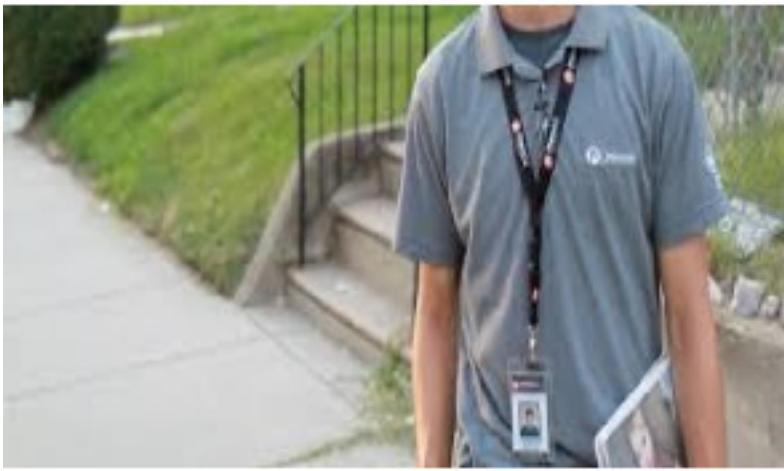


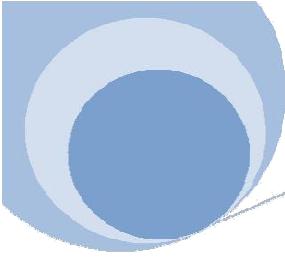
## ZEMEN BANK S.C. DRESS CODE



### **2.3 IT INFRASTRUCTURE SUPPORT PROFESSIONALS**

- The bank will provide them with T-shirt uniforms having the bank's brand
- The employees are expected to wear neat and appropriate (trousers) like that of kaki.
- Keeping the face and head hair as neat as possible.
- Identification badges shall be worn clearly visible above the waist at all times. These badges shall identify the name and position of the wearer.





# ZEMEN BANK S.C.

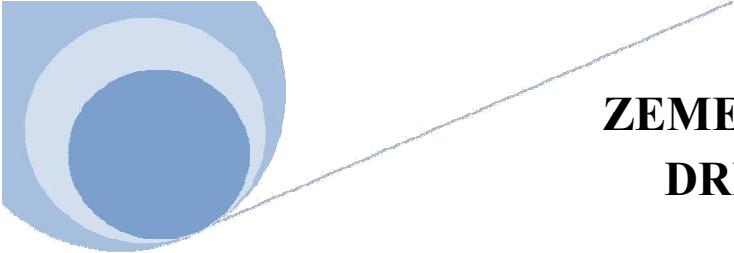
## DRESS CODE



### 2.4 NON-UNIFORM STAFF

#### WOMEN'S PROPER OFFICE ATTIRE.

<b>Women</b>	<b>Do's</b>	<b>Don'ts</b>
<b>Shoes</b>	Flats or moderate height heels Preferable Coordinate with suit	Sandals//strappy sandals
<b>Suit</b>	Skirt or trouser suit (jacket matches skirt) <b>conservative dressing style is preferred</b>	Skirts or trouser that are too tight Minis, jeans
<b>Color</b>	Black or navy preferred,	Harsh color
<b>Blouse</b>	collar blouse or dressy shell	Low-cut
	Blouses preferable tucked in	See-through
<b>Hair</b>	Neat	In your face and/or messy color other than normal coloring
<b>Jewelry</b>	Simple	Sparkly, evening jeweler
<b>Make-up</b>	Fresh, natural looking	Bright or dark colors
	Lighter, natural shades for lipstick nail	Heavy eye make-up
<b>Badge</b>	Visible name and photographic identification badge must be worn at all times	



## ZEMEN BANK S.C. DRESS CODE



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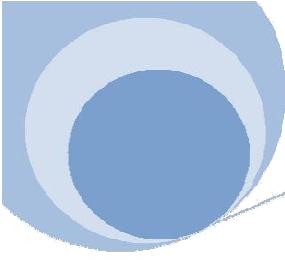


### DO | DON'T



### NOT ACCEPTABLE



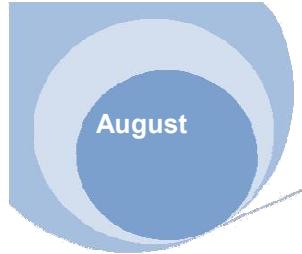


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### **MEN'S PROPER OFFICE ATTIRE**

<b><i>Men</i></b>	<b>Do's</b>	<b>Don'ts</b>
<b>Suit</b>	Pants and coats made out of the same material	Missing jacket
	Black or navy preferred (gray OK)	
<b>Shirt</b>	White (or light colored)	Dark shirt with light tie
	Neatly pressed	Dark shirt with dark tie
	MUST be tucked in	
<b>Tie</b>	Conservative	Cartoon or otherwise comical tie
		White tie
<b>Shoes</b>	Black or brown	Athletic shoes
<b>Jewelry</b>	Watch	Ear studs
	Tie tack or chain	Nose rings
		Other visible ring/stud
<b>Head and face hair</b>	Groomed neatly	Massive hair not groomed well
<b>Badges</b>	Visible name and photographic identification badge must be Worn at all times.	Not putting on badges



August

# ZEMEN BANK S.C.

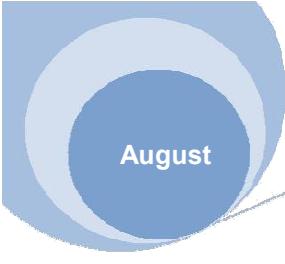
## DRESS CODE

### ACCEPTABLE



### NOT ACCEPTABLE





August

**ZEMEN BANK S.C.**  
**DRESS CODE**  
**Staff's**  
**ACKNOWLEDGMENT**



I acknowledge I have read the professional Dress Code, Guidelines and Expectations and understand the Bank expects me to comply with this guideline. I agree I want to be an exemplary employee and I will dress in compliance with the expectations set forth, as they apply to my specific role in the Bank.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_