

# OFFICIAL DRESS CODE POLICY

To: All Employees & Partners

From: Human Resources

Subject: Company Dress Code and Professional Appearance Policy

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## 1. Purpose & Philosophy

This document outlines the official dress code for all personnel. Our brand is built on quality, professionalism, and the trust of our customers. A unified and professional appearance is crucial for maintaining our brand image, ensuring a safe and hygienic environment, and presenting a cohesive team to our clients and the public.

This policy aims to provide clear guidelines while allowing for a degree of personal expression appropriate to each individual's role. The core principle for all departments is to appear clean, neat, and professional at all times.

## 2. General Guidelines (Applicable to All Employees)

- **Hygiene:** Excellent personal hygiene is mandatory. All employees must be well-groomed with clean hair, hands, and fingernails. The use of strong perfumes, colognes, or aftershaves is discouraged, particularly for staff working directly with food products.
- **Condition of Clothing:** All attire must be clean, ironed, and in good repair (free from holes, rips, or frayed edges).
- **Inappropriate Attire:** Clothing with large brand logos (other than our own), offensive graphics or text, political slogans, or overly casual items such as sportswear (tracksuits, athletic shorts) are not permitted.

## 3. Dress Code by Department

### 3.1 Bakery Chefs & Production Staff

The dress code for our production team is designed for maximum safety, hygiene, and compliance with food handling regulations.

- **Uniform (Company-Provided):**
  - **Jacket:** Clean, white chef's jacket.
  - **Trousers:** Black or checkered chef's trousers.
  - **Apron:** Full-length white or black apron.

- **Head Covering:** A chef's hat, hairnet, or company-approved bandana must be worn at all times in the production area. All hair must be fully contained.
- **Footwear:** Sturdy, non-slip, closed-toe safety shoes are mandatory.
- **Jewellery & Accessories:** No jewellery (rings, bracelets, watches, earrings) is permitted, with the exception of a single, plain wedding band. No nail polish or false nails are allowed.

### 3.2 Shop Assistants

As the public face of our bakery, shop assistants must project a warm, professional, and trustworthy image.

- **Uniform:**
  - **Top:** Company-provided black polo shirt or a plain white/black button-down shirt. Must be tucked in or have a tidy fit.
  - **Apron:** Company-provided branded half-apron, to be worn at all times.
  - **Trousers/Skirt:** Smart, solid black or dark grey trousers, chinos, or a knee-length skirt. No jeans, leggings, or cargo trousers.
- **Footwear:** Clean, comfortable, closed-toe shoes in a dark, solid colour. Examples include smart loafers, flats, or leather trainers.
- **Grooming:** Hair must be neat and tied back if it is long enough to fall forward. Jewellery should be minimal and discreet.

### 3.3 Sales Department

The Sales team represents our brand in professional settings and client meetings. The dress code is "Business Casual."

- **Standard Attire:**
  - **Men:** Collared shirts (button-down or polo), smart chinos or trousers. A blazer is recommended for client meetings.
  - **Women:** Blouses, smart knitwear, professional tops, smart trousers, or knee-length skirts/dresses.
- **Footwear:** Professional, clean shoes such as leather loafers, brogues, or elegant flats/heels.
- **Friday Policy:** Smart, dark-wash jeans with no rips may be worn on Fridays, provided they are paired with a smart top/collared shirt and blazer.

### 3.4 HR Department

The HR team must maintain a high level of professionalism and approachability. The dress code is "Business Casual," consistent with the Sales Department.

- **Standard Attire:** Professional blouses, collared shirts, smart trousers, and skirts are the standard. The overall appearance should be polished and authoritative, reflecting the department's role in company policy and employee relations.
- **Interview Days:** On days with external candidate interviews, a higher standard, such as wearing a blazer, is expected to represent the company professionally.

### 3.5 Partners & Senior Management

As leaders of the company, Partners are expected to set the standard for professionalism and embody the brand's quality ethos. The dress code is "Business Professional."

- **Standard Attire:** The expectation is to be the best-dressed individuals in the company.
  - **Men:** Collared shirts, blazers or suit jackets, smart trousers, and leather shoes are standard. A full suit is appropriate for important external meetings.
  - **Women:** Tailored dresses, suits, blouses with smart trousers or skirts, and professional footwear.
- **Flexibility:** While setting the highest standard, attire can be adapted for the day's tasks (e.g., a day spent entirely in the production area may warrant a company-branded polo). However, the default appearance should be professional and polished.

### 4. Non-Compliance

Failure to adhere to the dress code will be addressed by the employee's direct manager or the HR Department. The process will follow a standard disciplinary procedure:

1. **First Instance:** A verbal warning and a request to rectify the issue.
2. **Second Instance:** A formal written warning.
3. **Repeated Instances:** Further disciplinary action may be taken.

We trust that all team members will embrace this policy as a vital part of our collective success. Thank you for your cooperation.