pAI

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This policy outlines pAI’s expectations regarding employee appearance and attire to ensure a professional, consistent, and safe work environment that reflects the company’s brand values and commitment to professionalism.

1. Scope

This policy applies to all pAI employees, contractors, interns, and temporary staff ("Employees") while they are on company premises, attending company-sponsored events, or representing pAI in any professional capacity, including virtual meetings where attire is visible.

1. Definitions

| **Term** | **Definition** |
| --- | --- |
| **Business Casual** | Neat, clean, and professional attire typically including collared shirts, blouses, sweaters, dress slacks, skirts, and dresses. Jeans are generally not permitted unless specified. |
| **Business Formal** | Professional attire typically including suits (matching jacket and trousers/skirt), blazers, dress shirts, blouses, ties (for men), and formal dresses. |
| **Client-Facing Roles** | Positions that regularly interact directly with external clients, partners, or significant stakeholders, either in person or via video conferencing. |
| **Casual Friday** | A designated day when a more relaxed dress code (Smart Casual) is permitted, provided attire remains neat and appropriate for a professional setting. |
| **Personal Protective Equipment (PPE)** | Specialized clothing or equipment worn to minimize exposure to hazards that cause serious workplace injuries or illnesses. Examples include safety shoes, hard hats, safety glasses. |
| **Smart Casual** | A relaxed yet polished style, typically including neat jeans (free of tears/frays), t-shirts (no offensive graphics), polo shirts, and casual skirts/dresses. |

1. Policy Statement

4.1 Employees shall present a clean, professional, and well-groomed appearance that upholds pAI’s corporate image and ensures a respectful and productive work environment.

4.2 Attire must be appropriate for the employee’s role, work environment, and any specific health and safety requirements.

4.3 Employees shall adhere to the dress code standards applicable to their role category, as outlined in this policy.

4.4 Clothing that is excessively revealing, provocative, contains offensive language or imagery, or promotes any non-company entity (unless company-approved) is strictly prohibited.

4.5 Good personal hygiene is mandatory for all Employees.

1. Procedures / Guidelines

5.1 General Dress Code Standards

5.1.1 Standard Week Attire:

The standard dress code for weekdays (Monday to Thursday) at pAI varies by role category to align with job functions and external interactions.

Table 1 – Standard Week Dress Code by Role Category

| **Role Category** | **Description** | **Permitted Attire** | **Examples** |
| --- | --- | --- | --- |
| **Client-Facing Roles** | Employees whose primary duties involve direct interaction with external clients, partners, or the public. | Business Formal | Full suits, dress shirts, blouses, ties, formal dresses/skirts. |
| **Office-Based Roles** | Employees working predominantly within pAI's office environment with occasional external contact. | Business Casual | Collared shirts, blouses, sweaters, dress slacks, skirts, dresses, polished shoes. |
| **Technical/Lab Roles** | Employees whose work primarily involves technical or laboratory duties, potentially requiring specific safety considerations. | Business Casual or appropriate workwear | Lab coats, closed-toe shoes, attire allowing for movement and safety. |
| **Manufacturing/Field Roles** | Employees working in manufacturing facilities, warehouses, or field operations. | Company-issued Uniform/PPE | Specific uniforms, safety shoes, hard hats, safety glasses as required. |

5.1.2 Casual Fridays:

On designated "Casual Fridays," Office-Based and Client-Facing Employees may opt for Smart Casual attire. Jeans are permitted on these days, provided they are clean, neat, and free of rips, tears, or excessive fading. Sweatpants, athletic wear (unless participating in a company-sponsored wellness activity), and flip-flops are not permitted.

5.1.3 Footwear:

Footwear must be clean, in good repair, and appropriate for the work environment. Open-toed shoes are permitted in office environments, provided they do not pose a safety risk. In technical, laboratory, or manufacturing areas, closed-toe shoes are mandatory.

5.1.4 Grooming:

Hair shall be clean, neat, and styled professionally. Facial hair must be neatly trimmed. Fragrances should be used minimally to avoid impacting colleagues with sensitivities.

5.1.5 Personal Protective Equipment (PPE):

Employees in roles requiring PPE (e.g., manufacturing, lab, maintenance) shall wear the prescribed equipment at all times when in designated areas. Failure to wear required PPE constitutes a serious safety violation. This requirement supersedes general dress code guidelines.

5.1.6 Exceptions and Special Circumstances:

Any exceptions to this policy for religious, medical, or other reasons must be discussed with and approved by the Human Resources department. Employees participating in company-sponsored athletic events or team-building activities may wear appropriate athletic attire for the duration of the event.

1. Responsibilities

| **Role** | **Obligation** |
| --- | --- |
| **Employees** | Adhere to all aspects of this Dress Code Policy. Present themselves professionally as representatives of pAI. Seek clarification from their Manager or HR if unsure about attire suitability. |
| **Managers / Team Leads** | Ensure their direct reports understand and comply with this policy. Address any non-compliance promptly and discreetly. Lead by example in their own adherence to the dress code. |
| **Human Resources** | Develop, review, and update this policy. Provide guidance and interpretation on policy application. Address complex issues and manage formal disciplinary actions as required. |
| **Senior Leadership** | Promote a culture of professionalism and ensure resources are available for policy implementation and enforcement. |

1. Compliance & Consequences

7.1 Adherence to this Dress Code Policy is a condition of employment at pAI.

7.2 Non-compliance will be addressed promptly and consistently. Initial minor infractions may result in a private discussion and verbal warning from the employee’s Manager, with a request to rectify the attire.

7.3 Repeated or significant non-compliance, or refusal to comply with a Manager’s request to adjust attire, may lead to formal disciplinary action, including but not limited to, written warnings, suspension, or, in severe or persistent cases, termination of employment, in accordance with pAI’s general disciplinary procedures.

7.4 Violations related to Personal Protective Equipment (PPE) requirements are considered serious safety infractions and may result in immediate and severe disciplinary action, up to and including termination, regardless of prior disciplinary history.

1. Review & Revision History

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 2025-07-01 | Initial release | HR Director |