

DRESS CODE POLICY

Creating the right image for the Company

Our Corporate Philosophy

Our Vision

To be the most respected insurance company in Africa

Our Mission

Setting standards for sustainable business practices that; unleash the talents of our employees, deliver superior value to our customers and provide innovative solutions for the markets and communities we serve

Our Core Values

- Leadership
- Excellence
- Empowered Employee
- Passion for Customers
- Professionalism
- Innovation

Outline

- Wapic Insurance Plc.
 - Corporate Data
 - Milestones
 - Geographical Network
 - Financial Position
- How we work
 - Commitment to Service
 - Policy Offering
 - Generic Products (Life and Non-Life)
- Corporate Governance and Risk Management
 - Leadership
 - Management
- Relationships
 - Clientele
 - Partnerships and Strategic Alliances
- Why Wapic?

The Rules have Changed

- Rules on how to dress at work have changed.
- Nearly all companies have relaxed their dress code tending toward business casual, although some professions still require primarily business dress (attorneys, bankers for example)
- In line with our resolve to look and act professional and elegant at all times, Lets go through the Wapic's dress code.
- Points to Note:
 - You never get a second chance to make a good first impression!
 - Dress for the job you aspire to NOT the one you currently hold.
 - Take your wardrobe cues from your boss/manager if he or she dresses well.
 - Always take pride in your appearance. Be well groomed and concentrate on hygiene. Pay attention to details.
 - Remember that there is a clear difference between weekend wear and work wear.

The Rules have Changed

- **How to tell if you're appropriately dressed**
 - Just ask yourself, “Would I want my picture to appear in tomorrow's paper, given what I am wearing now?” If your answer is no, you're wearing the wrong thing
 - The rule of the thumb? Be tasteful. If you have to err, err on the side of being conservative. No one is going to be insulted by the fact that you dressed conservatively.
 - Never, Never, Never underestimate the “Power Of Appearance”
 - The way you are dressed is the way you are addressed!

Features Of Our Dress Code For Men



Dress Code for Men

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Features Of Our Dress Code For Men

Hair (Mondays – Fridays)

- Low, trimmed, neatly cut hair. Fortnight visit to the barber is encouraged and staff should endeavor to own their clippers to avoid skin infection
- No Afro
- Well-trimmed and kept beard
- **No colored hair**

Features Of Our Dress Code For Men

Clothes (Mondays – Thursdays)

- **Suits:** Navy blue, Black, Ash and Dark grey
- **Shirts:** White, All shades of light blue, Blue pinstripe on white background or white pinstripe on Blue background
- **Agbada** - Full White Agbada (**For northern managers only**)



Features Of Our Dress Code For Men

Friday Outfits

- **English Attire**
 - **Trousers:** Neutral colours chinos, dark coloured tailored trousers.
 - **Tops/Shirts:** Long or short sleeves, Blazers/Jackets
- **Native Attire**
 - Senegalese/Kaftan Old school using brocade or linen materials in neutral colours.
 - No African prints materials (Adire, Ankara)

Features Of Our Dress Code For Men

- **Shoes (Mondays – Thursdays)**
 - Well polished Black shoes (Buckle, lace up or zip up shoes)



- **Friday**
 - Black or brown shoes or loafers on business casuals
 - Black or brown shoes or sandals with natives
- **Other accessories (Mondays – Fridays)**
 - I.D cards, matching ties, socks and belt
 - No jewelries excluding wedding bands and wrist watches

Features Of Our Dress Code For Women



Dress Code for Women

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Features Of Our Dress Code For Women

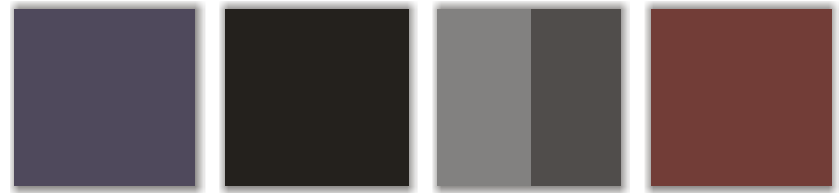
Hair (Mondays – Fridays)

- Permed hair, braids, weave-on, wigs, well kept short hair are allowed
- Hair accessories should be very simple and not in loud colours
- Please note that kinky braids (whether long or short), afro, dreads and colored wigs or weave-ons are NOT part of our dress code.

Features Of Our Dress Code For Women

Clothes (Mondays – Thursdays)

- **Suits**
 - Navy Blue, Black, Ash and dark Grey, Chocolate Brown
- **Shirts and Camisoles**
 - Any colour
- **Hijab**
 - Black; Navy Blue



Features Of Our Dress Code For Women

Fridays

- Native Attire
 - Neatly sewn skirts & tops in traditional fabrics.
 - You may tie the scarf from the fabric (Ankara/Adire)
- English Attire
 - Tops, Shirts and Camisoles of any colour (No sleeveless, transparent, Lacy tops or alter neck tops).
 - Tops must be tucked in except they are form fitted tops, Jackets/Blazers
- Bottoms
 - Neutral colored tailored trousers
 - Skirts.
- Hijab
 - Black & Navy Blue

Features Of Our Dress Code For Women

- **Shoes (Mondays – Thursdays)**

Black, Navy Blue and Dark brown covered shoes or sling back



- **Fridays**

Black, Navy Blue and Dark brown shoes/loafers. You may wear a pair of blocked heel sandals in the same colours

Features Of Our Dress Code For Women

- Other accessories

Mondays - Fridays

- Visibly displayed company I.D Cards
- Modest jewelries and make-up (Lipstick, eye shadows, eye pencils and liners)
- **Note that Ankle bracelets, multiple ear-rings are not part of our dress-code and are considered to be brand - eroders.**

Brand Eroders – These are Taboos

Please note that the following are not considered business casuals or part of our dress code:

- T-shirts and Polo-neck shirts for men/women
- Leggings for women
- Boubous for women
- Wrappers for women
- Shorts or $\frac{3}{4}$ trousers for both sexes
- Jeans and corduroys for both sexes
- Slippers for both sexes
- Danshiki for men
- Damask or Aso Oke Head tie or Cap
- No transparent materials or materials with holes e.g. Lace for both sexes
- No coloured hair or threading or dreads and other elaborate hair styles e.g. Tina Tuner
- Flying of non fitted tops for women.
- Brown shoes for Men except on Fridays.
- Tight fitted trousers for both sexes
- Jeans, skimpy or gypsy skirts for women
- Gowns made from traditional fabrics e.g. Ankaras, woodin etc.
- Flowing or baggy skirts or dresses
- Business casual (Mondays – Thursdays)

Further Explanations

- Men in the Northern branches are allowed to wear Agbada on Fridays. However, they must wear the full regalia, including caps.
- Only Muslim women are allowed to wear the Hijab/scarfs.
- Women must wear a jacket/blazer with a camisole, spaghetti strap tops or sleeveless tops at all times.
- For men, shirts must be neatly tucked in at all times.
- Please note that for men, native attire should be made in brocade, linen or cotton.
- Neutral colours- Black, brown, blue, grey and other dark colours
- All staff attending any corporate events e.g. AGM can only wear Black, Navy blue or dark Grey suits
- Pregnant women are allowed to fly their tops and wear sandals not slippers throughout the pregnancy period. However, colours of trousers and skirts must conform to the Wapic's dress code
- Staff ID Card is part of the dress code. There is a penalty of N1000.00 for not wearing your I.D card/name tag at all time

The Enterprise Resource Group dress code

This comprises of the following functions:

- Corporate Counsel/Legal
- Corporate Communications
- Information Technology
- Human Resources
- Financial Control
- Credit Administration
- Operational Risk Management
- Credit Risk
- Internal Control
- Internal Audit
- Investments

The ERG Dress Code – Men (Mon- Thur)

- Suits
 - Navy Blue and Dark Grey – Plain
- Shirts
 - White only
- Tie
 - Any matching color or design
- Shoes
 - Black – lace ups

The ERG Dress Code - Men (Friday)

- Traditional
 - Not allowed
- English
 - Trouser chinos in tan, black, navy blue or grey
 - Shirts – short or long plain shirts tucked in.
 - Blazers – Blue
- Shoes
 - Black or brown shoes or loafers

The ERG Dress Code - Ladies (Mon - Thur)

- Suits (Skirt and Trouser suits)
 - Black , navy blue ,dark grey – plain
- Blouses/Camisoles
 - Any plain colour (No lace or frills)
 - Camisoles must be simple
 - Blouses /shirts must be plain.
- Shoes
 - Black or Blue only
 - Covered shoes only
 - No peep toes or sling back shoes

The ERG Dress Code - Ladies (Mon - Thur)

- Bags
 - Conservative designs and colours
- Hairdo
 - Conservative hair styles
 - No dyed hair or coloured weave-on / attachment
 - No flamboyant hairdos
- Hijab
 - Black or Blue

The ERG Dress Code- Ladies (Friday)

- Traditional
 - Not allowed
- English
 - Tops: Any colour and design. (No sleeveless, transparent, lacy or skimpy tops). Tops must be tucked in except fitted shirts/blouses
 - Jackets/Blazers: Black, blue, dark grey
 - Bottoms: Neutral coloured trousers or skirts
 - Shoes: sling back and peep toes allowed in black, brown or navy blue.
 - Sandals not allowed

Dress code for Project / Site Managers

For Site/Project Managers on site visits, the following outfits are permitted:

- Outfit
 - Tan colored Chinos trousers with matching short or long sleeve shirt.
(Brand to be agreed later)
 - Shirts must be tucked in with a belt.
- Shoes
 - Timberland boots

