

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-005
			REV NO.	00
	TITLE Dress Code		PAGE	1 of 4
			EFFECTIVE DATE	January 1, 2025
Prepared by:	Reviewed & Approved by:			
				
Maria Krisma D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

1. PURPOSE

The Company establishes clear guidelines regarding appropriate attire to maintain a professional, respectful, and comfortable working environment. The policy aims to ensure that all employees present themselves in a manner that aligns with the company's values, promotes productivity, and reflects positively on the organization.

2. SCOPE

All employees of Biosite Medical Instruments, Inc.

3. GUIDELINES

3.1. General Expectations

3.1.1. Employees are expected to wear appropriate attire for their roles and the work environment.

The company values professionalism and encourages employees to dress in a manner that is neat, clean, and suitable for their job responsibilities. The company strives for a balance between comfort and professionalism, keeping in mind the industry standards and the public image of the organization.

3.2. Professionalism and Image

3.2.1. Employees are representing the company during business hours, whether in the office, attending meetings, or working with clients. The company expects employees to maintain a professional image at all times.

3.3. Dress Code

3.3.1. Regular and Probationary employees are eligible to receive the company issued uniform.

3.3.2. Project-based, reliever or casual employees shall not be issued a uniform unless their status is changed to Probationary and/or Regular status.

3.3.3. Employees are required to wear the scheduled color scheme as assigned by management.

4. PROCEDURE

4.1. Issuance of Uniform

4.1.1. Upon start date, the new hire employee shall fit the sizes of the company uniform.




4.1.2. HR shall consolidate the sizes and request every 1st and 3rd week of the month for reproduction. Additional sizes may be ordered in advance to avoid delay in its issuance to the new hire.

4.1.3. Probationary employees are given a conforme sheet indicating the conditions of the issued uniform prior their regularization:

4.1.3.1. When the new hire employee resigns from his role prior to his regularization, he/she shall pay the company in full for the cost of the issued uniform.

4.1.3.2. When the new hire employee is terminated due to just cause (e.g. performance issues, non-compliance to the company's rules and regulations, and of the like), e/she shall pay the company in full for the cost of the issued uniform.

4.1.3.3. When the new hire employee is terminated due to authorized cause (e.g. redundancy, retrenchment, labor-saving devices, and business closure) he/she shall not be required to pay the cost of the uniform.

	POLICY AND PROCEDURE	DOC NO.	BMI-PP-HRD-005
		REV NO.	00
	TITLE	PAGE	2 of 4
		EFFECTIVE DATE	January 1, 2025
Dress Code			
Prepared by:	Reviewed & Approved by:		
			
Maria Krisma D. Adan	Kathleen D. Reyes, RMT, MHM, DBA		

4.2. Use of the company issued uniform

4.2.1. Employees shall be issued the following

Employee Category	Uniform	Remarks
Managers	Blazer and BMI pin	Worn with company ID within the office premises
Client-facing Male	Polo Barong and BMI pin	Worn with company ID within the office premises
Client-facing Female	Blouse, Blazer and BMI pin	Worn with company ID within the office premises
Office-based employees	Polo shirt	Worn with company ID within the office premises

Note: During such time the employee has not been issued a uniform, he/she shall comply with the color scheme assigned for the day and shall wear business attire from Monday-Fridays.

4.3. Adjustment, repair, or loss of company issued uniform

4.3.1. Employees who wish to adjust the measurement/fit of their company issued uniform shall inform HR for approval. Adjustment shall be limited to measurement. Adjustment of the design and color is prohibited and subject to disciplinary action.

4.3.2. Employees who have damaged the uniform to the point where it can no longer be repaired or report loss of the uniform shall be required to request a replacement from HR and shall be an out-of-the pocket expense of the employee.

4.4. Saturday duty

4.4.1. Saturday duty is considered a wash-day.

4.4.1.1. Employees are allowed to dress in more casual clothing, such as jeans, t-shirts, and sneakers. However, clothing should still be neat, clean, and appropriate for the workplace.

4.5. Prohibited Office Attire

4.5.1. The following clothing and attire are not permitted under the company's dress code policy:

4.5.1.1. Clothing with Offensive/Explicit Graphics or Language: No clothing with offensive language, graphics, or symbols.

4.5.1.2. Revealing or Inappropriate Clothing: No excessively tight, short, or revealing clothing, such as shorts, tank tops, or mini skirts.

4.5.1.3. Athletic Wear: Athletic wear, such as workout clothes, sweatpants, and sneakers, is not acceptable except during Saturdays.

4.5.1.4. Flip-flops or Beachwear: Flip-flops, sandals, and beachwear are prohibited.




4.5.1.5. Hats: Hats or headwear (excluding religious or medical reasons) are not allowed indoors.

4.6. Enforcement

4.6.1. Managers and supervisors are responsible for ensuring that employees follow the dress code. Employees should be encouraged to dress appropriately, and any concerns should be addressed in a respectful and constructive manner.

4.6.2. HR shall randomly conduct audit daily to ensure the correct uniform is worn.

4.6.3. HR shall inform the employee's conformity with the Dress Code policy and record the instance/s in the HR logbook. Noncompliance of at least three (3) instances within a month shall be endorsed for disciplinary action.

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-005
			REV NO.	00
	TITLE	Dress Code	PAGE	3 of 4
			EFFECTIVE DATE	January 1, 2025
Prepared by:		Reviewed & Approved by:		
				
Maria Krisma D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

4.6.4.Exceptions shall be made on a case-by-case basis.

5. REFERENCE DOCUMENTS

5.1. BMI-PP-HRD-001 - Code of Conduct

6. FORMS

7. AMENDMENT CLAUSE

7.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.