



# Dress-Code Policy

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Business Professional and Casual

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# Introduction

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It is said that it takes 5 seconds to form a first impression, in which someone will be able to conjecture your social status, educational level, intelligence, ambition and health status. 55% of this judgment entirely relies on appearance and body language, 38% depends on how you talk, 7% counts on what you say. It is for this reason, ProBASE Ambassadors and Management have come up with the ***ProBASE Dress Code Etiquette***. The ProBASE Group dress code etiquette is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or/and colleagues.

# Dress Code Etiquette

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The ProBASE Dress Code Etiquette applies to every employee and employer of ProBASE Group Limited. Employees and Employers are expected to dress in semi-formal wear, business casual, and smart casual attire unless the day's tasks require otherwise. Employees and Employers must always present a clean and professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. Clothing which is too revealing and is with offensive or inappropriate designs or stamps are not allowed, only grooming styles dictated by religion or ethnicity are exempt.

# Dress Code Violations

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ProBASE Brand Ambassadors are expected to inform employees when they are violating the dress code policy. Employees in violation are expected to immediately correct the issue as directed by the brand ambassadors, this may include being asked to leave work to change clothes or completely sent back home.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up and may include suspension.



# Men's Dress Code



# Semi-formal Wear

Semi-formal wear, is the dress code category applicable for occasions such as, weddings, office work, dinner, and funerals. Examples of semi-formal wear are:

- Smart Shirt paired with a smart trouser with
- formal leather shoes.
- Golf shirt paired with a smart trouser and well coordinating shoes.
- Blazers



# Business Casual

Business casual is an ambiguously defined western dress code that is generally considered casual wear but with smart components of a proper lounge suit from traditional informal wear, adopted for white collar workplaces. Examples of business casual are:

- Collared smart shirt with chino pants paired with well coordinating shoes.
- Golf shirts paired with chino or well representing jeans tacked in, with some formal shoes.
- Cardigans.
- Formal Jersey.





# Smart Casual

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Smart casual is a pair of dark, slim jeans, a blazer, and desert boots. Smart Casual is also chinos, a patterned shirt, and a bomber jacket. Done right, a smart casual look can work in casual, business casual, and even some dressed up environments while still standing out from the crowd.



# Women's Dress Code

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# Semi-formal Wear

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Women have quite a few options with semi-formal attire. This may include a pantsuit in a dressy fabric, such as silk, cashmere, or satin. A dress or dressy suit with a dressy top, with heels, strappy sandals, or dressy flats may also be worn.

- Skirt blouse and blazer.
- Suite.
- Formal dresses with thick linen not too tight showing linings of undergarments.



# Business Casual

Business casual for women includes a skirt or slacks, a blouse, a blazer and an appropriate heel or flat for the office. Other examples are:

- Dress slacks.
- Knee-length pencil skirts.
- Slacks.
- Skirts.
- Dresses.
- Suites.



# Do's & Don'ts



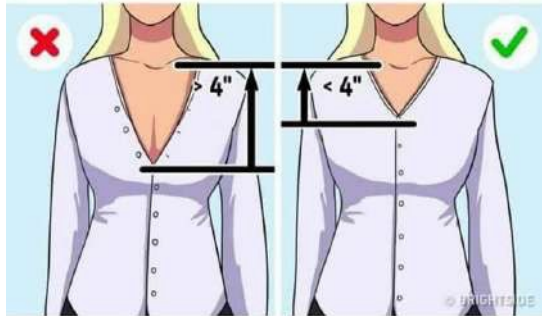


# DO's

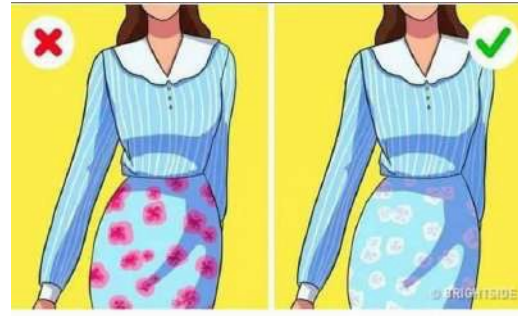
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- Stick with semi-formal, business casual clothes. Never scare off potential clients.
- All front facing clients should always be branded (Smart shirt & Golf-shirts).
- Wear deodorant, brush your teeth, trim and polish nails, brush your hair.
- Wear appropriate jewellery.
- Wear natural looking makeup.
- Professional haircuts and tidy hair is urged to keep.
- Smart shoes should always be worn with long stockings, appropriately matching the outfit.
- Clothes should be of subtle colours and neatly worn.
- Long weaves should always be tied behind.
- Allowed artificial eye lashes should not exceed 8 inches.

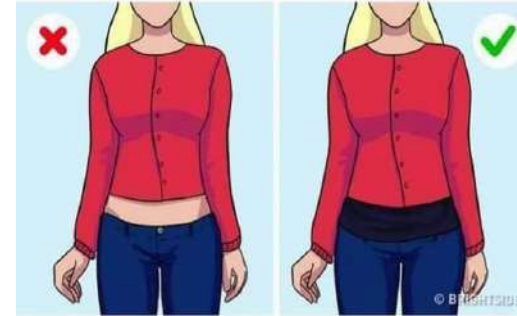
***PLEASE NOTE MORE OF THE DO's and DON'T are in the Dress Code Policy Agreement.***



7. Your office shirt cleavage should not be deeper than 4" from your collarbone.



12. Don't wear too many prints. You can wear 2 different prints of the same color or 2 coordinating prints of different sizes.



9. Your naked skin should not be seen between your cardigan and your jeans. Wear a top if necessary.



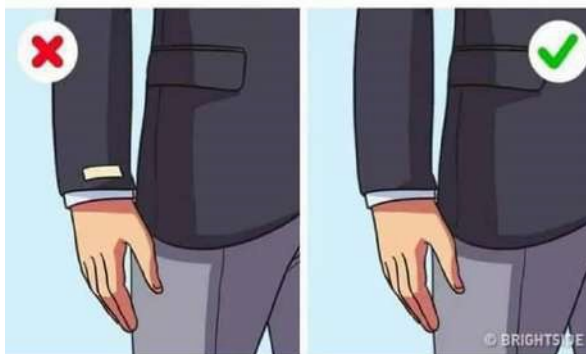
14. An office blouse without sleeves should cover your shoulders. "Spaghetti" straps are not okay in formal situations.

Way too much skin is shown. Dress modestly, leave room for the imagination.

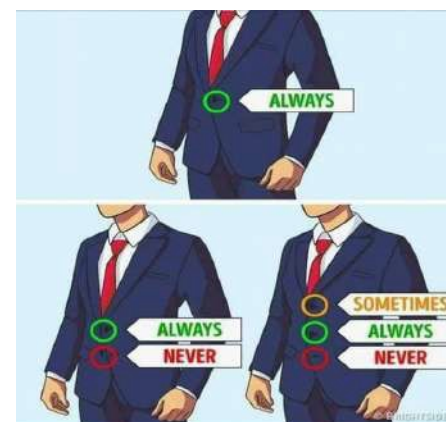
# Colours Should Be Coordinating



4. The tip of your tie should reach your waist and cross it just a little.



11. All visible tags on clothes should be cut off.



1. The middle button on a jacket should always be closed. The upper one depends on your mood. The lower one should never be closed.



8. If you tucked in your shirt, you should wear a belt.

# Don'ts

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- Big or/and scruffy hair is not allowed.
- Exaggerated loud hair colour and styles not allowed.
- Multiple necklaces not allowed.
- Colourful bangles not allowed.
- Short's, short dresses, sweat pants, thin straps, crop tops, see through clothes, long slits on dresses and skirts, etc. not allowed.
- No political regalia or any other company branded clothing's except companies affiliated to ProBASE, are not allowed.
- No gladiator sandals, flip flops, slippers or shoes showing toes.
- Clothes showing skin like belly, buttock lining, or undergarments not allowed.

***PLEASE NOTE MORE OF THE DO's and DON'T are in the Dress Code Policy Agreement.***



Clothes that are too tight showing linings of undergarments, buttons that can't be appropriately buttoned and small fitting clothes are not allowed.



# Thank You



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