

HRP306

DRESS CODE POLICY AND PROCEDURES

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1. POLICY INTRODUCTION

The purpose of this policy is to outline appropriate corporate attire and the required standard of dress for National Ambulance (NA) Head Office staff. Also this policy define National Ambulance uniform standard throughout the company and helps promote a professional public image. The NA uniform also provides a visual aid for the ready identification of NA staff by other agencies and members of the general public.

The management component this policy applies to is that of Organisational roles and responsibility.

2. SCOPE

The policy covers all National Ambulance Staff

3. ROLES AND RESPONSIBILITIES

All staff are responsible to for adhere to this Policy and procedure and ensuring it is kept current.

4. DRESS CODE

4.1 Head Office Staff

National Ambulance expects all Head Office Employees to be well groomed and to wear appropriate corporate attire during normal working hours and when representing National Ambulance.

Acceptable Dress Code (Male & Female)

- UAE National Male & Female Employees: National Dress for male including “ Gitra & Egal ” or Hamdaniya & for Female “ Abaya “.
- Other Employees Male: Suit is the most appropriate dress. Eg: smart collared shirt, long sleeve with or without necktie, blazers, and formal shoes.
- Other Employees Female: are expected to wear professional/business suits, jackets or full length trousers; business suits can be worn with a matching or contrasting blouse; formal short-sleeved blouses are acceptable. Considering the cultural sensitivity, employees are allowed to wear other formal wear for example, long sleeve shirts and formal skirts and dresses which fall below the knee and are not tight fitting. The color of dress should not be loud. Dresses and tops/blouses should not be sleeveless, tight-fitting or revealing (no crop tops).

Not - Acceptable Dress Code (Male & Female)

All Employees should not wear jogging suits, sleeveless/strapless tops, T-shirts with collars/caps headscarves (unless required for religious/cultural purposes), Denim wear (e.g. Jeans), sandals unless worn with UAE national dress, sneakers /visible tattoos or any unorthodox body piercings, dress that is revealing / short, tight fitting dresses and skirts, flip flops or any other casual wear.

Semi Casual Thursday (exempt to the employee that will have meeting)

Office staff can wear semi casual every Thursday. (no short allowed even after working hours)

4.2 Wearing of uniform

The uniform is to be worn by NA staff only, and each staff member will take full responsibility for their own uniform items including minor repairs

Presentation

Uniforms are to be clean, ironed and well maintained at all times. Shirts are to be tucked in. For good presentation, a good fit is important, and staff need to ensure that any necessary alterations are made.

Staff members who have long hair must ensure it is tied up and off the collar whilst in uniform.

Travelling to or from duty

Uniform does not have to be worn while travelling to and from duty. However, staff traveling to duty in their own clothes are still to be presentable.

Piercing and Tattoos

NA staff are not permitted to wear ornamental jewellery whilst on operational duties. Facial or visible body piercings should be removed with the exception of one small pair of plain studded ear rings. Any tattoos deemed to be offensive or insensitive are to be covered at all times whilst on duty or on any NA property.

Sunglasses

Staff are authorised to wear sunglasses while on duty, due consideration should be given to interpersonal communication and the need to make eye contact where appropriate. Sunglasses are not to be brightly coloured

Unauthorised insignia

Only NA authorised insignia is to be worn on uniforms.

Footwear

For safety reasons only company issued boots are to be worn, unless prior approval has been given by an Operations Supervisor. Each individual is to ensure that their boots are maintained to an appropriate standard.

Replacement of uniform

Replacement of all items will be on a needs basis, upon the return of a similar item previously issued.

Replacement uniform requests should be made via the relevant line manager.

Any subsequent clothing supplied by the company will be logged on OPIQ and maintained in the Operations office. Staff will be required to sign for all clothing received.

Staff leaving national ambulance employment

Staff leaving the company for any reason will be required to return all items of uniform. Returned uniform will be checked against the individuals uniform issue sheet. Any uniform items not accounted for will invoke a deduction of pay equal to the purchase price of each uniform item from the final month's salary.

Safety Equipment and Protective Clothing

Appropriate safety equipment and protective clothing will be provided to all NA operational staff. Below is an example of safety items that may be provided dependant on contract (this list is not exhaustive)

- Hard Hat
- Flight Suit
- Hi Vis clothing
- Eye protection

Specific Contract or Role Uniform

Due to the differing operational contracts operated by NA and the departments wearing NA uniform, uniforms differ. The principle that all NA uniform should be well maintained and washed stands irrespective of department and contract.

Staff will be advised of their uniform category on commencement of employment.

Operations Uniform

- Blue trousers
- Black Boots
- Black Belt
- Contract specific Baseball cap
- Contract specific shirt or polo shirt
- Hi Vis Vest
- Cold Weather Jacket

Support Uniform (Supply Chain, QHSE, , Fleet, IT, Media, etc)

- Navy trousers
- Black Boots
- Black Belt
- Contract specific Baseball cap or Wide Brimmed hat.
- Red Polo shirt or polo shirt
- Hi Vis Vest
- Navy Fleece

Management Team and Clinical Education Team.

- White Shirt NA Branded with designation
- Blue Trousers

- Black Boots
- Black Belt
- Hi Vis Vest (OMT only)
- Cold Weather Jacket (OMT only)

Event Uniform

- Staff will wear uniform as per contract issue with the exception of shirt/polo shirt where all staff will wear NA Branded Red Polo Shirts.

5. RELEVANT LEGISLATION

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

| Code, Name of Legislation | Jurisdiction |
|--------------------------------------|-------------------|
| Code, Name of Legislation, Year here | Jurisdiction here |

6. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

| Policy & Procedure /Form |
|---------------------------|
| PUF403 Uniform Issue Form |
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7. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to qhse@nationalambulance.ae

8. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- HR and Corporate Service Manager

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

Change Brief

| Version No. | Date | Change |
|-------------|------------------|---|
| 3.0 | 27-January-13 | Rewrite to include new uniform. |
| 4.0 | 10-December-2013 | Changes to uniform types and policy content |

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|-----|------------------|---|
| 5.0 | 20 May 2014 | Addition of Wearing Hair Off Collar |
| 6.0 | 13-December 2015 | Changed code and department from Operation to Supply chain and from OPP107 to PUP301 |
| 7 | October 2019 | Changed Policy Name from PUP301 Uniform Dress Code to HRP306 Dress Code Changed Code and Department from Supply Chain to HR & Corporate Service. Rewrite include Head Office Dress Code Acceptable Dress Code Not Acceptable Dress Code Changed Document Owner Uniform classification Added the Semi Causal Thursday |
| 8 | November 2021 | Due to review, updated the specific contract or role of uniform section minor change. |

CEO Approval

Board Member Verification