

DRESS CODE POLICY

Policy Number	Department	Policy Status	Issue Date
HB/HR/PL 005	Human Resource	New	August 2018

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1. POLICY OVERVIEW

This policy is designed to provide guidelines for acceptable Employee work attire & professional appearance to work. Heckerbella Limited's goal is to provide a workplace environment that is comfortable and inclusive for all Employees. Heckerbella Limited expects that business attires even when on corporate casual will exhibit common sense and professionalism.

2. SCOPE

This applies to all Full Time Employees (FTEs), Contract Employees and those on special assignment at Heckerbella Limited.

3. PURPOSE

The purpose of this policy is to:

- 3.1. Ensure Employees understand the required official dress code of Heckerbella Limited.
- 3.2. Avoid indecent dressing in the work place.
- 3.3. Provide general guidance for dealing with instances of unacceptable dress code.

4. POLICY STATEMENT

It is always important for all Heckerbella Limited Employees to project a professional image of the company. A professional appearance is essential for a favourable impression with Customers, Regulators, Company stakeholders and the public at large. Employees' work attires should complement an environment that reflects an efficiency, orderliness and professionalism. It is important to always maintain a professional appearance, avoiding extremes in attire both in the office as well as while representing Heckerbella Limited. The dress code for Heckerbella Limited is Business or Corporate casual.

5. POLICY GUIDELINES

Employees are expected to be well-groomed (which includes ensuring they adhere to high standards of personal hygiene) and to have dressed appropriately for their position and the type of business carried out by Heckerbella Limited. Since not all casual clothing is suitable for the office, these guidelines will help to determine what is appropriate to wear to work.

- 5.1. Clothing that works well for the beach, house work, night clubs, exercise sessions, and sporting activities are not appropriate for a professional appearance at work.
- 5.2. Clothing that reveals the cleavage, back, chest, stomach or underwear is not appropriate for a place of business.
- 5.3. Clothing should never be wrinkled. Torn, dirty, or tattered clothing is unacceptable.
- 5.4. Clothing that has words, terms, or pictures that may be offensive to other Employees is unacceptable.
- 5.5. Uniforms may be required in some areas which require specific attire standards for an event or business activities.

- 5.6. The dress code for Employees that go out for field work is to be agreed between the employees and their Line Manager with approval from the management.
- 5.7. Identity cards MUST always be worn while on all Heckerbella Limited premises.
- 5.8. This dress code policy is not able to cover every single illustration, so Employees must exert a certain amount of discretion in their choice of clothing to wear to work.

6. DRESS CODE GUIDELINES

6.1. Business or Corporate Casual Dressing

This provides a general overview of appropriate business or corporate casual outfit. Some modes of dressing that are not appropriate for the office are also listed and are open to change or additions. The guidelines tell you what is generally acceptable as business casual attire and what is generally not acceptable as business or corporate casual outfit.

6.1.1. Appropriate Business Attire

Appropriate business attire for Employees includes the following;

Men:

- Shirts, polo shirts with buttons and collars.
- Blazers, suits, or sport coats.
- Ties.
- Slacks or trousers.
- Decent traditional attire
- Sweaters and pullovers.
- Sandals are allowed only Fridays on traditional attire.
- Jeans are allowed only on Fridays

Women:

- Dresses and skirts that are split at or below the knee
- Dress and skirt length should not be more than 3 inches above the knee.
- Dress or shirts with buttons and collars.
- Dress slacks or tailored trousers
- Blouses, polo shirts, sweaters and pullovers.
- Decent traditional attire
- Sandals are allowed only Fridays on traditional attire.
- Jeans are allowed only on Fridays.

6.1.2. Unacceptable Attire

- 6.1.2.1. Pair of shorts, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
- 6.1.2.2. Inappropriate slacks or pants include low-rise jeans or trousers, sweatpants, exercise pants, shorts, leggings, and any spandex or other form-fitting pants that may be worn as exercise attire.
- 6.1.2.3. Backless shirts, tops, blouses or dresses; or any other forms of clothing that do not cover the upper body appropriately are not acceptable.
- 6.1.2.4. See-through/lace attires (except with adequate lining or camisoles)

- 6.1.2.5. Cut-off or distressed jeans.
- 6.1.2.6. Tennis shoes, workout or gym clothes.
- 6.1.2.7. Tank tops, tube tops, halter tops with spaghetti straps.
- 6.1.2.8. Underwear as outerwear, beachwear or evening wear.
- 6.1.2.9. Provocative attire (outfits that leave very little to the imagination).
- 6.1.2.10. Hats are not appropriate in the office.
- 6.1.2.11. Slippers are not acceptable in the office (not allowed even while wearing traditional attires).

6.2. **Jewelry, Makeup, Perfume, and Cologne**

These should be in good taste and in moderation. While offensive body odors are unacceptable, some Employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

7. **BREACH AND CONSEQUENCES**

All Employees are required to comply with the principles of this policy. Failure to adhere to the standards set out herein may constitute misconduct and may result in formal disciplinary proceedings.

8. **ROLES & RESPONSIBILITY**

8.1. **Human Resources**

It is the responsibility of the Human Resources to:

- 8.1.1. Frequent review to ensure policy is in line with organizational goals and objectives.
- 8.1.2. Guides Employees on the right mode of dressing.
- 8.1.3. Apply disciplinary actions when necessary.

8.2. **Line Managers**

It is the responsibility of the Line Manager to:

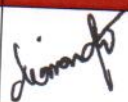

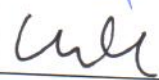
- 8.2.1. Read and fully understand this policy.
- 8.2.2. Monitor and enforce the policy.
- 8.2.3. Advise and guide Employee when appropriate.

8.3. **Employee**

It is the responsibility of the Employee to:

- 8.3.1. Read and fully understand this policy.
- 8.3.2. Must abide by the guidelines of this policy.

APPROVAL

Approval	Name	Job Title	Signature	Date
Reviewed by	Patience Diamond	H.R-M		22/10/18
Reviewed by	Peter Okiti	CDO		15-10-18
Approved by	Yemi Keri	CEO		30/10/18