

 School Operations Group	DRESS CODE	
	HQ School Policy Number: 4.4.2.0 - 2010	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised Date: 19 February 2010
	Date of Issuance: 23 February 2010	Date of Effectivity: 15 March 2010

I. PURPOSE

This policy aims to aid all Employees in maintaining a professional image.

II. POLICY STATEMENT

It is Management's intent that work attire should compliment an environment that reflects an efficient, orderly and professionally operated organization.

The Company may provide office attire to all employees on an annual basis or as deemed necessary by the Management. Otherwise, appropriate office attire stated in the Dress Code Policy shall be followed.

The company reserves the right to continue, extend, revise or revoke this policy at its discretion.

III. GENERAL PROVISIONS

All STI employees are required to follow the Dress Code Policy. The following provisions shall be observed together with the prescribed clothing:

- Wearing of ID within company premises
- Worn articles must not be offensive or distasteful
- Worn clothing must be clean, neat, properly pressed, and in good condition
- Hats or caps should not be worn during office hours unless these are head covers for religious purposes
- All gang-related clothing, items or styles should not be worn during office hours
- Excessive perfume/cologne that adversely affect co-workers must be avoided
- Jewelry should be limited to a minimum
 - a) Sizes should not be outrageous – i.e. stud earrings bigger than earlobes
 - b) No jewelry on any visible part of the body other than the ears, neck, and hands
- Keep make-up light, natural looking and should be worn with restraint
- Hair should be clean, combed and neatly trimmed or arranged. Unkempt hair is not permissible.

IV. **GENERAL OVERVIEW**

No dress code can cover all contingencies so employees must exercise good judgment in their choice of clothing. The key point to sustaining an appropriate “dress code” program is the use of common sense and applying a dress practice that the Company deems conducive to the corporate and educational environment. If the appropriateness of the attire is in question, it is most likely not appropriate.

Requests for advice and assistance in administering or interpreting the guidelines should be directed to the Immediate Head or to the School Administrator.

Below are the lists of the minimum and generally acceptable attire that should be worn from **Monday through Friday (and Saturday for schools with Saturday classes)** in compliance with STI’s Dress Code.

1. **CLOTHING FOR MEN**

Shirt	Suggested Materials
Short to Long Sleeves Office barong -worn over a plain white undershirt with sleeves without the neckline showing	<ul style="list-style-type: none">– Linen– Soft Twill
Short to Long Sleeves Button-down Shirt	<ul style="list-style-type: none">– Poly/Cotton– Linen– Twill
Suit-type Jackets	<ul style="list-style-type: none">– Poly/Cotton– Linen– Twill

Trousers	Suggested Materials
Dress Slacks	<ul style="list-style-type: none">– Poly/Cotton– Wool
Chinos or Dockers-like Slacks	<ul style="list-style-type: none">– Twill

2. CLOTHING FOR WOMEN

Shirt/Blouse	Suggested Materials
Short to Long Sleeves shirt or blouse -Button-down or Tailored -Blazers or suit-type jackets are worn over shirts/blouses without collars	<ul style="list-style-type: none">– Poly/Cotton– Silk– Linen– Twill

Trousers/Skirts	Suggested Materials
Dress Slacks	<ul style="list-style-type: none">– Poly/Cotton– Wool
Chinos or Dockers-like Slacks	<ul style="list-style-type: none">– Twill
Knee-length skirts -Slits should be no longer than 3-inches above the hemline	<ul style="list-style-type: none">– Poly/Cotton– Wool

3. FOOTWEAR / SHOES

MEN	WOMEN
-Dress shoes -Dress Loafers	-Closed Shoes <ul style="list-style-type: none">• Dress Shoes• Sling Back Shoes• Wedge Shoes• Dress Loafers
-Dress Socks	-Stockings or Dress Socks

4. DRESS CODE DON'Ts

The following are list of generally “unacceptable” attire, but are not limited to:

- Polo-Shirts/T-Shirts (no collar)
- Sweatshirts
- Sports/Casual Jackets
- Denim/Corduroy pants
- Form - fitting pants
- Sweat/Exercise pants
- Short/Culottes/Capri/Knee-length pants
- Slippers
- Sneakers/Rubber Shoes
- Sports socks
- See-through/Mesh clothing
- Any revealing or provocative clothing
- Tank tops or recreational attire

LOST OR DAMAGED COMPANY ISSUED ATTIRE

Lost or damaged issued attire must immediately be reported in writing to the School Administrator. If the Employee loses or damages the issued attire anytime within the year, then the Employee will be responsible for the replacement of the lost or damaged set. In this case, the Employee is advised to wear one of the other sets of the issued attire until the lost or damaged set is replaced. Otherwise, the Employee must follow the prescribed Dress Code.

PAYMENT OF COMPANY ISSUED ATTIRE

A 50-50 payment sharing scheme shall apply to all employees except for part-time faculty members. The 50% share of the employees on costs shall be made payable in four (4) equal installments deductible from their salary in four (4) consecutive payroll period. The deduction shall start on the nearest payroll following the issuance of the uniforms.

Part time faculty members may opt to avail the uniform but shall be charged the entire cost.

IN CASE OF RESIGNATION OR TERMINATION

In the event the employee voluntarily resigns or is terminated from the company after the uniform has been issued to him/her, the concerned employee will defray the cost of production of uniform using the following formula:

Period	% Coverage
Within six (6) months after the issuance of Uniform	100% of the total cost
More than 6 months but less than a year upon the issuance of the Uniform	100% of the total employee share

OFFICIAL BUSINESS / FIELDWORK

Employees on official client visit or fieldwork regardless of distance from the company must be in complete issued attire / prescribed Dress Code.

Any exception to this provision must have prior approval from the School Administrator.

EXEMPTIONS

1. Pregnant Employees are exempted from wearing the issued attire but must dress appropriately in accordance with the prescribed Dress Code. Upon return from maternity leave, the concerned Employee must wear the company issued attire.
2. Employees reporting for work during holidays or weekends are not required to wear the issued attire and/or follow the dress code except on official business. However, item no.4 (Dress code DON'Ts) still applies.
3. Due to the nature of their jobs, maintenance personnel, messengers, drivers, may be issued different sets of office attire that the company deems appropriate. Otherwise, they shall be required to wear polo-shirts and denim-like pants at the least.

ENFORCEMENT

- School leaders, Academic Heads and Program Heads are not only responsible in ensuring that these guidelines are followed. They are also expected to be role models to their subordinates. Otherwise, they will be subject to appropriate disciplinary actions.
- All employees not wearing the issued attire/prescribed Dress Code will be subject to disciplinary actions.
- Any alterations in the design or appearance of the company issued attire shall be in violation of the Dress Code Policy and will be subject to disciplinary actions.

The policy shall be administered according to the following action steps:

- If the attire worn is questionable, the immediate head will call the attention of the employee. The employee in turn must make sure that he / she will not wear the attire in question again. Repeated wearing of questionable attire will result in disciplinary actions.
- If an obvious policy violation occurs, the immediate head shall ask the employee to go home and change his/her attire immediately. If an employee is sent home, the time allotted going home and back to the office shall be considered leave without pay.

DISCIPLINARY SANCTIONS

Employees not wearing the prescribed or issued attire from Mondays to Fridays will be subject to progressive disciplinary sanctions.

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| 1st Offense: | Written notice from superior to subordinate; copy furnished Admin/SOM/OIC and 201 file. |
| 2nd Offense: | Suspension for 3 days |
| 3rd Offense: | Suspension for 5 days |
| 4th Offense: | Suspension for 10 days |
| 5th Offense: | Termination |

The manner by which the above-mentioned sanctions shall be administered shall be governed by the existing provisions of the Code of Conduct.

DEFINITION OF TERMS

Office Attire - minimum proper attire that should be worn from Mondays through Fridays and are in accordance with the policy and standards as reflected on the STI Dress Code.

Issued Attire – set of office attire provided by the company

Button-Down Shirt - a shirt with a collar and a full vertical opening with buttons.

Suit - Type Jacket - jacket that is similar to a suit and commonly known as formal jacket.

Dockers-Like or Chinos - pants whose material and design are similar to that of Dockers.

Denim-like – pants whose material and design is similar to denims or jeans

Wool - knitted or woven material using wool.

Twill - strong woven material with diagonal ridges or ribs across its surface.

Poly/Cotton – a blend of polyester and cotton.

Tailored Blouse – referred to a woman's shirt, often made of poly/cotton, silk or twill materials marked by a neat fit with trim lines and a clean and formal look.

Dress Shoes – sleek and smooth polished leather shoes.

Dressy Loafers – smooth polished leather upper with a wide flat heel.

Sling Back Shoes – a shoe with a strap.

Wedge Shoes – a shoe with heel shaped like a wedge, forming a solid extension of the sole so that there is no gap under the instep.

Dress Socks – fine and lightweight socks suited for formal attire.

V. POLICY REVISION

The management may make changes to this policy from time to time to improve the effectiveness of its operation and the policy's intent. In this regard, any employee who wishes to suggest improvements about this policy may forward suggestions to the School Operations Group through the School Operations Manager.

VI. **SEPARABILITY CLAUSE**

If any part or provision of this policy is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall be valid and effective.

VII. **REPEALING CLAUSE**

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly. Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

Approved by:

(Original copy signed)

RESTY O. BUNDOC
VP, School Operations Group

(Original copy signed)

PETER K. FERNANDEZ
President, HQ-owned Schools