

## Dress Code Policy

### Shoes and Footwear

- Flip-flops, slippers, and any shoe with an open toe are **not acceptable** at Rozk Ai Workplace environments due to safety violations.
- Inappropriate attire for work includes:
  - a. tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### Jewelry, Makeup, Perfume, and Cologne

- Jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some co-workers, customers or visitors may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
- Body piercing should be limited and in some instances removed or covered, in order to compile with safety regulations.
- Tattoos should be limited and in some instances covered, especially if they may be offensive to co-workers, costumers or visitors.

### Hats and Head Covering

- Hats are **not appropriate** in an office environment.
- Head covers that are required for religious purposes or to honor cultural tradition are permitted.
- If clothing fails to meet these standards, as determined by the employees and supervisor, the offending employee will be reprimanded in accordance with the disciplinary policies and procedures of the company. If the problem persists, progressive disciplinary action will be applied for each dress code violation.