

 Abraham Holdings, Inc.	Policy Title	:	HEAD OFFICE GROOMING POLICY
	Authorized by	:	VP- Enterprise Core Services
	Effective Date	:	16 July 2016

How does an employee of Abraham Holdings, Inc. dress for work?

I want women to show their beauty by dressing in appropriate clothes that are modest and respectable. Their beauty will be shown by what they do (1 Timothy 2:9)

(While the Bible only specifically addresses the need for women to dress modestly, the same teaching would apply to men *in principle*. Both men and women should bring glory to God in their manner of dress.)

Policy Statement

Being a Kingdom model in the business community, Abraham Holdings, Inc. (AHI) expects its employees to be modest and respectable in their appearance when reporting for work. Being modest and respectable does not mean being left out with new fashion trends; *“for where the Spirit of the Lord is, there is freedom”* (2 Cor 3:17). We shall also take into consideration changes affecting our employees’ comfort and convenience in doing their work and in serving their clients, including going to and from the office; such as worsening traffic and continuing global warming. But in all of these, we shall not compromise modesty and being respectable.

It is also a way of life in (AHI) that even when it comes to matter of appearance, leaders take the opportunity to counsel/minister to their employees. Employees’ adherence to the grooming policy is dealt with Father’s Love.

(Annex: Dressing up with Modesty and Respectability)

Coverage: Employees of Abraham Holdings, Inc. (Holding Company), based at the AHI Head Office.

A. Management Committee on Grooming

The list of appropriate and not appropriate workplace apparel found in this policy are not encompassing yet nor cast in stones. They are constantly reviewed and updated, and sometimes even adjusted based on valid needs, including those of individual employees.

A management committee, headed by the HRD Manager and composed of all Department Heads of AHI-Head Office, convenes whenever there is a need to update, modify, and resolve issues on grooming. Final resolutions are approved by the Vice President.

B. Proper Office Attire

1. All employees are covered by uniform and grooming policy. The company provides standard sets of uniform, which are reviewed periodically.
 1. Separate guidelines are provided during issuance of uniforms, including prescribed footwear.
2. Exceptions to wearing uniform:
 - work or medical-related reasons; subject to approval of Department Head, with SMS info to HRD.
 - pregnant employees, set on third month (or when uniform is already tight-fitting / constricting)
 - for all of the above, the principle of respectability and modesty shall continue to be the norm
3. All Managers, although exempted from the uniform policy, are expected to role model grooming policy.

C. Grooming

1. At all times, employees shall observe personal good hygiene:

Hair	Clean, trimmed, and neatly combed or arranged; also for Males: ears exposed and not touching collar
Facial Hair	clean and shaved
Fingernails	Neat, clean, and trimmed
Teeth / Breath	Brushed and fresh breath
Body	no body odor

2. Whether in company-issued uniforms or civilian attires, clothes should be neat-looking and well-pressed; footwear should also always be clean and tidy.
3. For women, light make up is required
4. Adhering to the principle of modesty, the following shall NOT be allowed at all times in the workplace:
 - 4.1. Clothes that show too much skin, such as:
 - necklines that show cleavage/chest (i.e. plunging neckline)

- tops that show entire shoulders or back (i.e. tube, spaghetti straps, backless)
 - transparent clothes
 - skirts shorter than an inch on top of the knee
- 4.2. Clothes that emphasize delicate parts of the body, such as:
- tight hugging clothes/pants/skirts/dress
 - skinny jeans, leggings and jeggings, unless loose tops cover at least the entire buttocks
- 4.3. Clothes that show undergarments, such as:
- low neckline, big armholes
 - low-waist pants with short/cropped tops
5. For a respectable look, the following are some of the things considered inappropriate for the workplace:
- 5.1. Clothes that are usually worn in beaches, gym, home, public markets, costume parties, and others.
- 5.2. Hair styles that may distract co-workers and clients, or pose threat to the workplace; such as mohawk, ponytails for males, hair covering eyes.
- 5.3. Hair colors that may also be distracting, such as those that are too far from natural hair colors: blue, pink, green, etc.
- 5.4 To be safe, employees are advised to show first the peg of hair color / hairstyle to Department Head.
- 5.5. Footwear that are too casual: sandals, step-ins, slippers, flip-flops.
- 5.5.1. While wearing slippers inside individual work areas are allowed for employees' comfort, employees are not allowed to go around departments wearing slippers.
6. **Fridays** are dress down days, casual clothes are allowed. It not only allows employees to add laundry days for uniforms, but also enhances an even lighter atmosphere in the work area.
- 6.1. Casual clothes include denims (except tattered type) and shirts (as long as those not considered as pambahay).
- 6.2. Casual footwear includes sneakers and rubber shoes. For females (only), sandals and step-ins are also allowed.

D. Implementation/ Monitoring of this Policy – Department Heads and Supervisors shall:

1. Discuss the objectives and guidelines of the policy in details to all the employees for clarity and understanding
2. Monitor adherence on a daily basis, counsel, encourage or impose disciplinary actions as prescribed by the Company Code of Ethics, to wit:

4.20 –Failure to comply with grooming standards / policies and wearing of prescribed personal protective equipment

2.1 There will be no dishonoring when correcting or rectifying failure or non-compliance *“And the Lord's servant^{1a} must not be quarrelsome but kind to everyone, able to teach, patiently...” (2 Tim 2: 24)*

Any exception to the foregoing shall be subject for approval by the undersigned. This supersedes any policy or memo related to grooming for Head Office Employees.

This supersedes Head Office Grooming Policy (date: October 2009).



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HRD Manager



WENG M. ELISCUPIDES
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Noted by:



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ANNEX: Reference for Dressing Modestly: <http://www.gotquestions.org/dress-modestly.html>

Question: "What does it mean to dress modestly?"

Answer: In describing the mode of dress appropriate for women in church, the apostle Paul exhorts them to dress “modestly” with “decency and propriety” then goes on to contrast immodest dress with the good deeds which are appropriate for those who profess to be true worshipers of God (1 Timothy 2:9–10). While the Bible only specifically addresses the need for women to dress modestly, the same teaching would apply to men *in principle*. Both men and women should bring glory to God in their manner of dress.

Modesty in the way we dress is not just for church; it is to be the standard for all Christians at all times. The key to understanding what constitutes modesty in dress is to examine the attitudes and intents of the heart. Those whose hearts are inclined toward God will make every effort to dress modestly, decently, and appropriately. Those whose hearts are inclined toward self will dress in a manner designed to draw attention to themselves with little or no regard for the consequences to themselves or others.

A godly woman endeavors to do everything with a “God-ward” perspective. She knows that God wants His people to be concerned for His glory and the spiritual state of their brothers and sisters in Christ. If a woman professes to be a Christian yet she dresses in a way that will unduly draw attention to her body, she is a poor witness of the One who bought her soul by dying for her on the cross. She is forgetting that her body has been redeemed by Christ and is now the temple of the Holy Spirit (1 Corinthians 6:19–20). She is telling the world that she determines her own worth on a purely physical basis and that her attractiveness depends on how much of her body she reveals to them. Further, by dressing in an immodest fashion, displaying her body for men to lust after, she causes her brothers in Christ to sin, something condemned by God (Matthew 5:27–29). Proverbs 7:10 mentions a woman “dressed like a prostitute and with crafty intent”—here, the woman’s heart condition is displayed by her manner of dress.

The Scripture says that we are to dress modestly, but what exactly does that mean in modern society? Does a woman have to be covered from head to toe? There are cults and religions in the world that demand this of women. But is that the biblical meaning of modesty? Again, we have to go back to the matter of the attitudes of the heart. If a woman’s heart is inclined toward godliness, she will wear clothing that is neither provocative nor revealing in public, clothing that does not reflect negatively upon her personal testimony as a child of God. Everyone else in her circle may be dressing immodestly, but she resists the temptation to go along with the crowd. She avoids clothing designed to draw attention to her body and cause men to lust, for she is wise enough to know that type of attention only cheapens her. The idea of causing men to sin against God because of her dress is abhorrent to her because she seeks to love and honor God and wants others to do the same.

Modesty in dress reveals a modesty and godliness of the heart, attitudes that should be the desire of all women (and men) who live to please and honor God.