

NITDA DRESS CODE POLICY



NITDA DRESS CODE





INTRODUCTION

- ▶ NITDA dress policy is designed to epitomize our value for People first, innovation and professionalism.
- ▶ The way you dress, and your mode of appearance are the first things people notice about you. It unconsciously influences the quantum of respect you will receive, how people will relate with you and people's impression of your Organization. As such, corporate dressing is a critical factor in promoting the positive image of the Agency.

Male Employee

- ▶ The Corporate mode of dressing shall be governed by the following:
 - Shirts must have collars and must be tucked in.
 - Formal tailored long trousers, worn with a belt.
 - If worn, jackets should be plain or pin striped.
 - Good cover shoes to be used.
 - **Kaftans:** Complete smart Kaftan with matching Cap.
- ▶ Lace and other material with holes should be properly lined. Football jerseys, t-shirts, polo neck tops , shorts, track suits, sweatpants, Trainers, Palm sandals, flip flops are not allowed.

Male Employee Cont....

- ▶ **Suit:** Smart Suits and blazers
- ▶ **Shirt:** Smart and matured shirts
- ▶ **Tie :** Tie of good colour combinations

- ▶ **Hair:** Neat haircut and shave. Conventional style of hair cut is recommended.
- ▶ **Jewellery:** Modest and smart rings where applicable. If a neck chain must be worn, it should not be visible.

- ▶ **Shoes:** Smart and well covered shoes.





Acceptable

MALE SUITS

- Well-tailored suits with **no extreme features**



Allowable colours

			
Black	Grey	Brown	Navy blue
			
			
			
			
			



If blazer is to be worn, it shall be within the allowable colours **with matching trousers.**

Subtle stripped and checked suits only



Acceptable





Acceptable





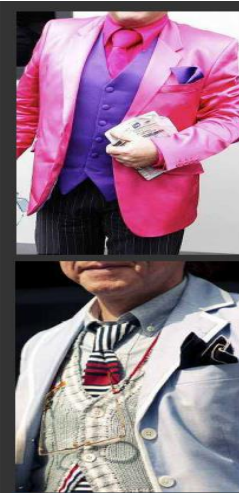
Full Cooperate and business casuals



RANGE OF DRESSING | NOT ALLOWED



TORN, DIRTY, WRINKLED AND FRAYED CLOTHING
✗ No torn or normal jeans allowed.



✗ FLAMBOYANT DRESSING



JOGGING ATTIRE, SNEAKERS, SWEAT PANTS/SUIT, MUSCLE SHIRTS, SHORTS.



Only allowed for GYM use



INDECENT, TRANSPARENT, TOO SLOPPY AND TIGHT-FITTING CLOTHING.





RANGE OF DRESSING | NOT ALLOWED



**PALM SLIPPER,
RUBBER SLIPPERS etc.**



**DREAD LOCKS AND
EARRINGS FOR MEN.**

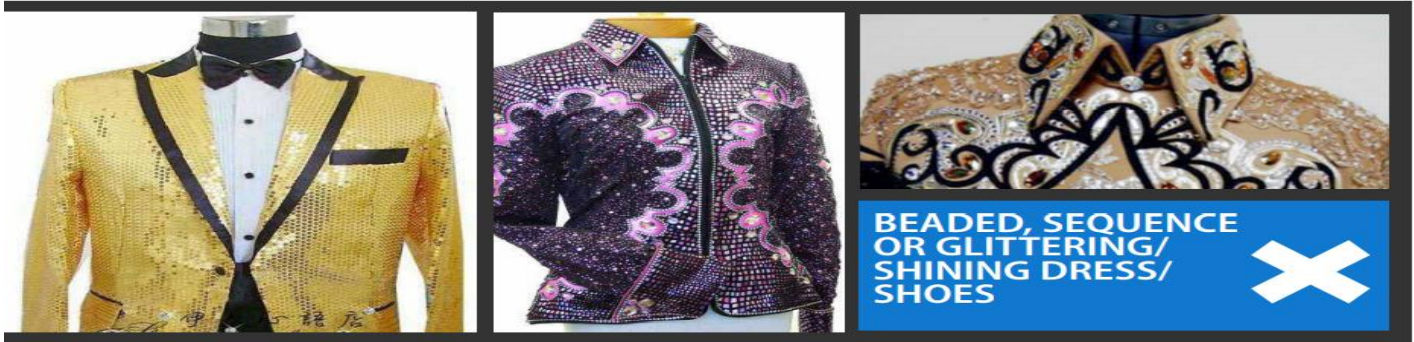


**BRIGHT COLOURED HAIR DYES AND FUNKY
HAIR STYLES THAT ARE NOT COMPATIBLE
WITH A CORPORATE ENVIRONMENT.**





RANGE OF DRESSING | NOT ALLOWED





FEMALE EMPLOYEE

► The Agency endeavors to recognize the influence of the changing trends in female fashion on women generally. This notwithstanding, it stresses the need for its female employees to be appropriately and decently dressed to work. Indecent exposure of any part of the body is not permissible such as tight and body hugging clothes, sleeveless dresses and tops, low neckline dresses and tops. Dress and skirt length should be moderate.

TROUSER SUIT:

- a) Formal suit . If a shirt is worn under the jacket it must be tucked in and if not, it should not show under the jacket. Only proper shirts/blouse/camisole should be worn under the jacket.
- b) Suiting material or crepe, acrylic, cotton or linen materials plain/finely striped or cubed or checked are acceptable.

SKIRT SUIT:

- ▶ Formal suit .The jacket/top should look smart.
- ▶ Skirts should not be too tight or too short.

Dress/Abaya

- ▶ Full Length Abaya with a matching veil.

HAIR & JEWELLERY

- ▶ Hair must be neat & tidy .
- ▶ Jewellery should be moderate and not in conflict with corporate image either. Use of multiple necklaces or beads, rings in the mouth, nose, toes and ankles are not allowed.
- ▶ Moderate and decent native attires are ok.
- ▶ Acceptable Native attires are Ankara, 'Guinea Brocade' simple laces etc.
- ▶ Others not listed here but fail to pass the acceptability test shall be treated as they challenge the dress code.



Acceptable

FEMALE SUITS (Skirts & Trousers)



- Skirts shall be **knee length** minimum and the slit shall not be above the knee
- Well-tailored trousers and Skirts of good fitting with **no extreme features**



Acceptable



HIJABS AND HEADTIES



The following are not acceptable:

- Jeans on any day, except casual allocated days or on branded NITDA T shirts(or dress down Thursdays), cargo pants or leggings
- Sweatpants, sweatshirts, exercise clothing
- Bareback dresses
- Low cut V necks, sleeveless tops / dresses, spaghetti strap tops and t-shirts
- Trainers, sandals, flip flops

✗ RANGE OF DRESSING | NOT ALLOWED



INDECENT, TRANSPARENT,
TOO SLOPPY AND TIGHT-FITTING CLOTHIN



CLOTHING THAT REVEALS CHEST,
STOMACH, UNDERWEAR AND CLEAVAGE



MINISKIRTS, SUN/BEACH
DRESSES, SPAGHETTI-STRAP
DRESSES AND TANK/HALTER TOPS.



TORN, DIRTY, WRINKLED AND FRAYED CLOTHING
No **torn** or **normal** jeans allowed.



FLAMBOYANT DRESSING





RANGE OF DRESSING | NOT ALLOWED





RANGE OF DRESSING | NOT ALLOWED



LONG, CHIPPED, FLASHY
AND GARISH FINGER NAILS
AND ODD PAINTS X



Finally

- ▶ *In order to maintain our professional look, we want to encourage all employees to comply with the dress code. While choosing your outfit to work, always have the thought that you are attending an important meeting, and this will help guide your choice of clothing. Employees should avoid violation of the dress code, by dressing too casually, being too revealing, wearing jeans on any day, Slippers, wearing sports shoes, etc.*
- ▶ Staff Should always remember that their ID cards complete the official dress code and is also officially part of the dress code.
- ▶ The Director General reserve the right to grant an exceptional approval for any outfit outside the specifications on this document.
- ▶ *When in doubt, its better to be more formal than more casual.*
- ▶ *If you require clarification on any aspect of this policy, please send an email to HRA@nitda.gov.ng*

THE END