



# DRESS CODE REVIEW

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JULY, 2017 / Lagos

1. Introduction
2. Dress Code Review
  - Male Review
  - Female Review
  - Hairstyle Review
3. Other guidelines & Parting tips



# 1

## INTRODUCTION

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# WHY DRESS CODE...

- The dress-code is a component of the corporate culture and corporate image of AXA Mansard.
- “Do not judge a book by its cover”. Unfortunately, in the corporate world of today, that is exactly what happens; so, it is important to convey the right message through our image.
- Clothes have a huge impact on how we feel, our confidence level, how we interact with others and how others perceive us.



# DRESS CODE REVIEW... *Considerations*

- Clearly define grey areas in the existing dress-code
- Update the policy to reflect the following:
  - ❖ Acceptable standards in Nigerian Financial Service Industry
  - ❖ Latest work place fashion trends





# 2

## DRESS CODE REVIEW

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# MALE REVIEW

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# THE TRANSITION...

What is in place now



Business Formal



Shift for non-customer facing staff



Proposed for non-customer facing staff



Business Casual

Business Formal is a style of clothing that is extremely official and intended to give a professional impression while Business Casual is a style of clothing that is less formal than the traditional business wear, but is still intended to give a professional and businesslike impression.





## BUSINESS FORMAL...*The AXA Mansard way*

- Official suits of same colour & fabrics
- Light coloured, long sleeve shirts with matching ties
- Dark shirts with matching light coloured ties
- Ties should be of standard length (stopping at belt level) and bow ties should be formal.
- Dark coloured shoes
- Socks that do not show your skin when seated
- Sweaters on formal shirts



# BUSINESS CASUAL... *The AXA Mansard way*



- Tucked in collared shirts in conventional colours or stripes
- Smart jackets and blazers
- Dark coloured shoes
- Smart full length tailored trousers
- Neatly pressed khaki and chinos





## CASUAL... *The AXA Mansard way*

- Long and short-sleeve button-down shirts
- Plain round neck, turtle-neck and V-neck t-shirt must be worn with jacket at all times even within the office
- Sweaters
- Blazers
- Neatly pressed denim shirts on jeans or chinos
- Polo shirts on jeans or chinos





## CASUAL... *The AXA Mansard way*

- Loafers, moccasins and leather shoes
- Blue and dark coloured jeans
- Badges on jeans are restricted to back pockets and belt holes
- A blazer or jacket must be worn when visiting a customer or attending a meeting outside the company
- Rolled-up shirts with straps



**N.B. Tops do not necessarily need to be tucked in**





## TRADITIONAL ... *The AXA Mansard way*

- Native fabrics must be plain
- Embroidery/designs (if any) must be simple and same colour as the fabrics
- Top and bottom must be same colour
- Trousers must be full length
- Length of top must not be longer than the knee
- Native must be worn with applicable covered shoe





# NOT ALLOWED FOR MALE

- No fluorescent shoes
- No short (dagger) ties and elaborate bow ties
- No rolled-up sleeves
- Strappy sandals and slippers





# NOT ALLOWED FOR MALE

- Sleeveless shirts and shorts
- Studs on jackets, jeans jackets
- Muscle tops
- Personalized polo shirts and jerseys
- Rolling-up of sleeves
- Accessorized or shredded jeans
- Skinny or faded jeans
- Hats, scarves or bandanas



# NOT ALLOWED FOR MALE



- Patterned native fabrics
- Any form of cap (Staff in the North exempted)
- Agbada and Danshiki
- Kaftan of any kind (Staff in the North exempted)
- Sandals or slippers on native
- Contrasting coloured embroidery/designs on native
- Fluorescent plain native fabrics
- Senegalese (Staff in the North exempted)
- Laced up shoes
- Shining plain materials



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# FEMALE REVIEW

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# MAINTAINING THE EXISTING...

What is in place now



Business Formal

What is in place now



Business Casual

Women's formal business attire is generally conservative, dark and restrained. Many of the rules for business formal menswear also apply when selecting women's formal business clothing, such as classically tailored, coordinated suits with knee or calf-length skirts, ironed blouses with conservative necklines and classic closed-toe, low-heeled leather dress shoes.

Business casual attire encourages employees to project a "professional, business-like image while enjoying the advantage of more casual and relaxed clothing. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and dress shoes that cover all or most of the foot.



# BUSINESS FORMAL

## SUITS AND JACKETS

- Complete tailored trouser suits with sleeves
- Complete skirt suits with sleeves
- Corporate jumpsuits with well-tailored jackets
- Floral jackets combined with plain clothing





# BUSINESS FORMAL

## DRESSES, SKIRTS AND TROUSERS

- Dresses and skirts can be just a couple of inches above the knee; back slits must be short
- Floral dresses to be worn with dark coloured jackets
- Tailored midi dresses & skirts ( $\frac{3}{4}$  length at most)
- Trousers must be at least ankle-length
- Short/ $\frac{3}{4}$  Sleeve dresses & jackets
- Full length skirts & dresses





# BUSINESS CASUAL

## SHIRTS AND BLOUSES

- Long sleeve, short sleeve and  $\frac{3}{4}$  sleeves shirts must be tucked-in at all times
- Dress shirts
- Big belts may be worn.
- If shirts cannot be tucked-in, jackets or blazers must always be worn or a small belt should be worn on it.
- Fluorescent shirts must be worn with dark coloured skirts & pants
- Peplum blouses





## **MONDAYS – THURSDAYS...** *allowed for female* **SHOES**

- Patent shoes
- High heeled strappy sandals of at least 4 inches may be worn on business casual only
- Ankle boots
- Front covered & peep-toe sling-back shoes



**Flat sandals, either strappy or sling-back cannot be worn on either business formal or business casual**



# CASUAL



- Sleeved button down shirts
- T-shirts must have collars if not worn with a jacket
- Sweaters & cardigans
- Polo shirts, blouses & smart dresses
- Blue and dark coloured jeans
- Loafers, moccasins & sneakers
- A blazer or jacket must be worn over sleeveless blouses at all times



**Scarfs and Turbans must be neatly tied to the back.**

# CASUAL



- BodyCon dresses must be worn with a jacket or blazer
- Floral jackets
- Boot-cut and skinny plain jeans.
- Rolled-up shirts with straps
- Denim shirts and dresses

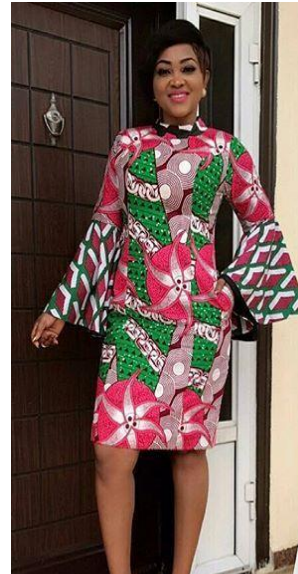




# TRADITIONAL



- Native fabrics can be plain or patterned
- Jacket paired with pants, skirts or jeans
- Tailored midi dresses & skirt
- Styles must be formal and simple



# NOT ALLOWED FOR FEMALE



- Sleeveless shirts, jerseys
- Studs on jackets
- Shorts
- Stone wash and faded jeans
- Leggings and jeggings





# NOT ALLOWED FOR FEMALE

- Fluorescent suits and dresses
- Halter-neck waist coat
- Lycra fabrics jumpsuits
- Skirts & dresses above knee length
- Elaborate jewelry



# NOT ALLOWED FOR FEMALE



- Personalized polo shirts
- Fluorescent shoes, floral shoes, camo shoes, gold shoes, silver shoes and bronze shoes
- Jeans must not be accessorized or shredded (except for pocket area)
- Hats & bandanas
- Anklets of any kind.
- Animal Prints (ups, bottoms and shoes)







# NOT ALLOWED FOR FEMALE

- Native Head gears
- Fluorescent coloured patterned and plain native fabrics
- Cap sleeves, ball sleeves and sleeveless native style
- Cumbersome dresses/skirts
- Studs, stones, Fringes, beading and embellishments or natives
- High-low skirts and dresses
- Mixed patterned native fabrics
- Lace fabrics, either mixed with plain fabrics or not
- Kaftans(Staff in the North exempted)
- Wrap dresses and skirts



***All native styles must be formal and business appropriate.***



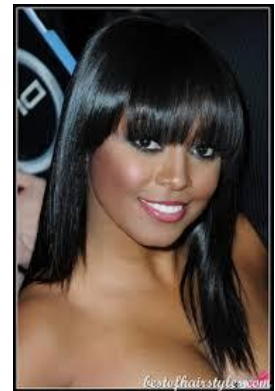
# HAIRSTYLE REVIEW

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# HAIRSTYLES ... Allowed

- Female Hair longer than 16 inches should be packed
- Neatly packed dreadlock for females
- Weave color restricted to Black, Gold, Wine and Brown
- Braids color restricted to Black, Gold, Wine, Brown and dark purple.
- Neatly carved beards for men
- Moderate and neatly kept afro





# HAIRSTYLES.. *Not allowed*



- Overly loud shades of gold, wine and purple braids
- All other colors not stated as allowed
- Mohawk for men
- Jerry curls and colored hair for men







# 3

## OTHER GUIDELINES & PARTING TIPS

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## OTHER GUIDELINES

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- Staff in Digital Transformation group and call centers should adopt the already approved dress-code guideline for the Digital Transformation group
- Formula 1 Shirts can only be worn on Thursdays and Fridays with exception to when attending events like market awareness
- Proposed sanctions for defaulters :
  - ❖ 1st time offender: Sent home to change
  - ❖ 2nd time offender: Sent home to change
  - ❖ Repeated defiance will result in the intervention of any “EXCOM MEMBER”
- Implementation of the dress-code:

Dress Code champions will be appointed in all AXA Mansard offices nationwide

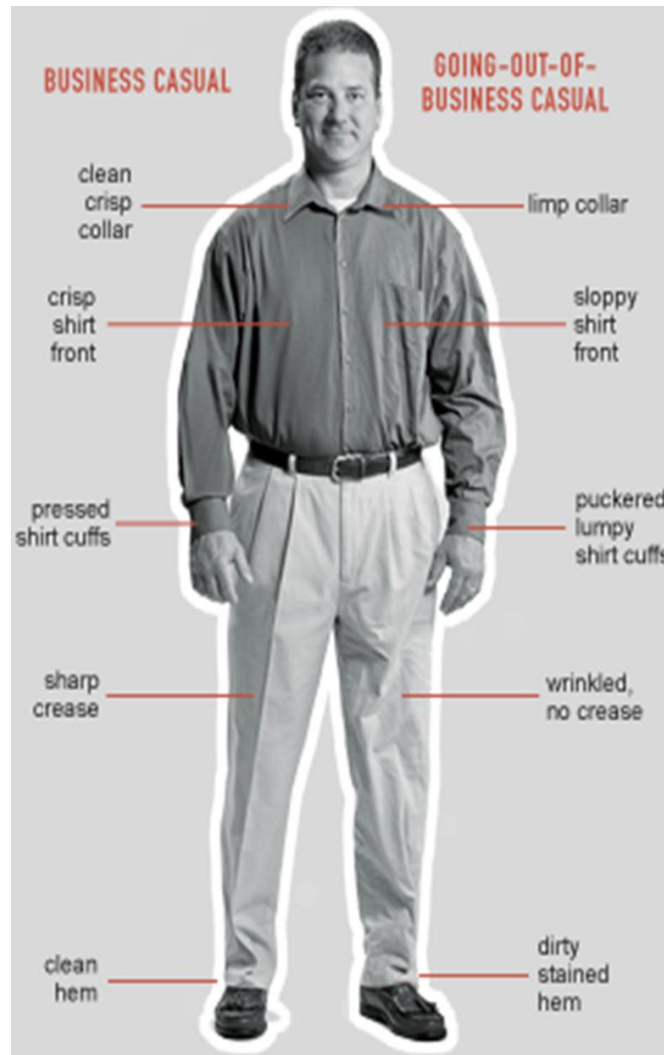
## PARTING TIPS...

If you have a scheduled business meeting (Fridays included):  
Please be formally dressed

*Being well dressed is a beautiful form of politeness ....Coco Chanel*



# PARTING TIPS...



*Business casual is not a license to be sloppy or dress inappropriately.*

## PARTING TIPS...



If unsure



...DO NOT WEAR IT!

# TEAMS SEGMENTATION

	MONDAYS- THURSDAYS		FRIDAYS
SUBSIDIARY	BUSINESS FORMAL	BUSINESS CASUAL	CASUAL & TRADITIONAL
INSURANCE	PROPERTY & LIABILITY	BUDGETARY CONTROL & PERFORMANCE MANAGEMENT	ALL
	ENERGY & POWER	MANAGEMENT ACCOUNTS & RETURNS	
	LIFE & SAVINGS	BUSINESS OPTIMISATION	
	MOTOR & MARINE	ENTERPRISE APPLICATION AND DATABASE	
	RETAIL SALES	CORE INFRASTRUCTURE & MESSAGING	
	PARTNERSHIP GROUP	ENTERPRISE NETWORK & SECURITY	
	SME GROUP	IT SUPPORT SERVICES	
	HUMAN CAPITAL GROUP	INFLOW	
	LEGAL	INVESTMENT OPERATIONS	
	STRATEGY & NEW MARKETS	OUTFLOW	
		LIQUIDATIONS	
		PROOFS & RECONCILIATION	
		CONTACT CENTER	
		POLICY PROCESSING	
		EMERGING CUSTOMER & DISTRIBUTION SUPPORT	
		PROCUREMENT	
		CLAIMS	
		FINANCIAL & OPERATIONAL RISK	
		INSURANCE RISKS ( P&C / L&S)	
		CUSTOMER EXPERIENCE	
		DIGITAL MARKETING	
		INVESTORS RELATIONS & COMMUNICATIONS	
		RESEARCH & PRODUCT DEVELOPMENT	
		AUDIT & INVESTIGATION	
		INTERNAL CONTROL	
		IT CONTROL & SYSTEMS ASSURANCE	
		CLOSED FILE REVIEW & INVESTIGATIONS	
		COMPLIANCE	

# TEAMS SEGMENTATION

	MONDAYS- THURSDAYS		FRIDAYS
SUBSIDIARY	BUSINESS FORMAL	BUSINESS CASUAL	CASUAL & TRADITIONAL
INVESTMENTS	SALES	ALTERNATIVE INVESTMENTS	ALL
		EQUITIES	
		FIXED INCOME & MONEY MARKETS	
		REAL ESTATE	
PENSIONS	BUSINESS DEVELOPMENT	RISK MANAGEMENT	ALL
	COMPLIANCE	FINANCE	
	CUSTOMER SERVICE	FUNDS ACCOUNT	
	BENEFITS	HUMAN RESOURCES & ADMIN	
		ICT	
		INTERNAL AUDIT/CONTROL	
		INVESTMENT	
HEALTH		OPERATIONS	ALL
	PUBLIC SECTOR SOLUTIONS	CENTRAL OPERATIONS	
	RETAIL SOLUTIONS	FINCON & CORPORATE SERVICES	
	COMMERCIAL BUSINESS		
	ENERGY & SPECIAL RISKS		
	MANUFACTURING		
	TELCOS		
	CONSTRUCTION		
	PROVIDERS MANAGEMENT & CLAIMS		
	UPCOUNTRY OPERATIONS		



# THANK YOU

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