
THE AGA KHAN UNIVERSITY
HUMAN RESOURCE POLICIES AND PROCEDURES

DRESS CODE

Policy #	:	<u>HR/ER-01</u>	Page	:	<u>01 of 02</u>
Issue #	:	<u>04</u>	Effective Date	:	<u>January 01, 2015</u>
Revision #	:	<u>02</u>	Effective Date	:	<u>May 15, 2020</u>

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Approved By: _____
VICE PRESIDENT
HUMAN RESOURCES

1. POLICY STATEMENT

The AKU image as a centre of excellence, respectability and professionalism will be upheld by all employees in their dress and attire, which should be consonant with the national cultural sensitivities.

2. DEFINITIONS

- 2.1 All employees are required to be clean, well-groomed and dressed appropriately for the job at all times. Annexure 1 (attach Dress Code flyer)
- 2.2 Female employees are required to dress in well-tailored shalwar kameez and/or western dress which portray an image of modesty, respectability, decorum and efficiency.
- 2.3 Male employees are required to portray a business-like image in suit, shirt, tie, and trousers; or plain shalwar kameez with waist coat in sober colors.
- 2.4 Where there is a prescribed uniform, employees are required to wear the complete uniform while on duty.

3. SCOPE

All employees and trainees.

4. OBSERVATIONS/ LIMITATIONS

- 4.1 Uniforms provided by the Organization will be treated with care and will be worn only when on official duty, or while commuting to work or returning back home.
- 4.2 Clothes which are tight-fitting and/or are flimsy, transparent will not be considered acceptable.
- 4.3 Employees will not report for duty in track suits or other sports attire. Jeans or similar informal attire will not be permitted except where strenuous physical work is involved. This does not include employee categories where uniforms are provided).
- 4.4 The department head will be responsible to ensure that employees in the department are appropriately attired at work in conformity with the dress code.
- 4.5 Hair covering according to employees' religious beliefs is allowed. Face covering is discouraged to facilitate effective communication.
- 4.6 If the dress code is not adhered to, or if uniforms provided by the Institution are misused/willfully damaged/lost, disciplinary action will be initiated through a verbal reprimand, to be followed by a written warning, and further disciplinary action, if necessary.