



Dress Code

It is to be recognized that the dress code would be determined by the nature of the job.

Depending on the setting and nature of work, you should endeavour to be:

- ✚ Be tidily attired in keeping with the requirements of the job, having regard for the desirability of maintaining a standard of attire consistent with the dignity of the job.
- ✚ Clothes should always be worn neat and clean.
- ✚ Keep your shoes in good condition.
- ✚ Females should not wear heels that are too high which makes it difficult to move around.

You should familiarize yourself with the dress code policy of the workplace. Be sure to make the distinction between what is accepted as business attire and what is determined as business casual.

Tattoos

- ✚ The wearing tattoos are now excepted. It is recommended that as far as is possible, that these are covered while at work.
- ✚ Tattoos should not be offensive, unprofessional or distracting.

Inappropriate Workplace Attire

- ✦ Revealing clothing such as shorts skirts and tops for ladies
- ✦ Excessively trendy or flashy clothing
- ✦ Clothes that are torn, tacky, soiled and not pressed
- ✦ Unbuttoned shirts
- ✦ The wearing of excessive jewelry

Attire and Grooming Policy

The attire and grooming policy focus on your overall appearance which extends to include clothing, hair styles, make up worn by females, foot wear and hygiene. It is highly recommended that your hair is combed and not unkept.

You should be conscious of your body hygiene and body scent. In the case of your body scent, avoid excessive fragrances. Attention is to be paid to skin and dental care. It is important to maintain a basic level of self-cleanliness, and remain conscious of how you carry and present yourself.