



Dress Code and Personal Hygiene

All employees must, whilst at work, maintain an appearance that is clean, tidy, and appropriate to the work they undertake. This policy applies whether you are working on the Company's own premises or elsewhere.

If your role requires, you will be provided with appropriate clothing/uniform to carry out your duties which must be worn at all times during working hours.

You are responsible for ensuring any uniform/clothing provided by the Company is kept in a clean, tidy and presentable state. Company issued clothing/uniform must be returned to your line manager upon termination of employment. The Company reserves the right to deduct the cost of any uniform from your salary in the event of misuse or loss.

If you work in an office environment, we operate a "dress for your day" approach. This means your choice of workwear should reflect the nature of your work for that particular day, whether you're in meetings, working with suppliers, or at your desk. If you have a supplier meeting, external visit, or professional event please dress accordingly, even on casual days. You're representing the Company, so please ensure that your appearance reflects that.

Personal hygiene

In addition to our dress code, you are required to take all reasonable steps to maintain acceptable levels of personal hygiene. Poor personal hygiene can result in an unacceptable working environment for other employees, given the close proximity in which you have to work, and it can create a negative image of the Company when dealing with clients, or suppliers.

Policy compliance

If you fail to comply with the above rules on dress, appearance and personal hygiene, this is a serious matter and will be dealt with in accordance with the Company's disciplinary procedure.

In addition, depending on the circumstances of the case, you may be required to go home and requested to change your clothing or bathe. If this happens, you have no right to be paid for the period of your absence from work.