



## Dress Code Policy for Staff

### Purpose

The purpose of this policy is to outline the guidelines for appropriate attire in school, ensuring that employees present a professional image that aligns with our company's values, culture, and the nature of our business.

### General Guidelines

All staff members are expected to dress in a manner that is neat, clean, and professional. Attire should reflect respect for colleagues, learners, and the company's values.

### Acceptable Attire

#### Professional Attire

1. All staff members are advised to wear smart, pastel colors, **formal** conservative clothes (which are traditionally acceptable as per the UAE culture).
2. Jeans/track pants/leggings/jeggings and tight-fitting clothes are not allowed.
3. Male members should wear formal attire (full sleeves/if half sleeves, then sleeves should not be further rolled up).
4. Female members should ensure that their dress/pant is till ankle length. Dress/top which is tight fitting/transparent/short/sleeveless is not allowed.
5. Please avoid clothes with loud flashy colors.

### Unacceptable Attire

1. Clothing with offensive graphics/prints, slogans, or language.
2. Ripped or torn clothing.
3. Clothing that is overly casual (e.g., sweatpants, tank tops, flip-flops).
4. Revealing attire.
5. Clothing that is excessively wrinkled or soiled.

### Footwear

Footwear should be formal, clean, in good condition, and appropriate for the workplace environment. Flip-flops or excessively casual footwear is not allowed unless otherwise specified.

### Grooming and Hygiene

- We would like to kindly remind everyone to maintain good personal hygiene in the workplace, as it contributes to a comfortable and professional environment for all. This includes ensuring that body odor and breath are kept in check during work hours.
- Employees should maintain personal hygiene, including clean and well-groomed hair and nails.



**Uniforms:** Employees in positions requiring uniforms must adhere to the specific uniform guidelines.

**Health and Safety:** In roles where safety gear is required, appropriate protective clothing and footwear must be worn.

**Flexibility**

We understand that some employees may have religious or cultural attire needs. These needs will be respected, and employees are encouraged to discuss them with HR to ensure accommodations are made.

**Enforcement**

Line Managers are responsible for enforcing the dress code in their respective departments. Employees who do not adhere to the dress code may be asked to change into appropriate attire or may be sent home, depending on the situation.

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**Conclusion**

This policy is designed to maintain a professional and respectful work environment. If you have any questions or require clarification, please contact Human Resources.