



Cognni Limited
POL111– Dress Code Policy

1. About this policy

- 1.1 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:
- (a) promote a positive and professional image;
 - (b) respect the needs of men and women from all cultures and religions;
 - (c) make any adjustments that may be needed because of disability;
 - (d) take account of health and safety requirements; and
 - (e) help staff and managers decide what clothing it is appropriate to wear to work.
- 1.2 Managers are responsible for ensuring that this dress code is observed and that a common sense approach is taken to any issues that may arise. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.
- 1.3 Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 1.4 We will review our dress code periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Appearance

- 2.1 While working for us you represent us with clients and the public. Your appearance contributes to our reputation and the development of our business.
- 2.2 It is important that you appear clean and smart at all times when at work, particularly when you may be in contact with clients, other business contacts or the general public.
- 2.3 Footwear must be safe and clean and take account of health and safety considerations.
- 2.4 Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.
- 2.5 You should not wear clothing or jewellery that could present a health and safety risk.

3. Religious and cultural dress

- 3.1 You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this policy.
- 3.2 Where necessary your line manager can give further information and guidance on cultural and religious dress in the workplace.
- 3.3 Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the CEO.