

HR Policies

Company Dress Code Policy (Sept 8, 2014) COMPANY DRESS CODE POLICY (SEPT 8, 2014)

TO/FOR : ALL EMPLOYEES
FROM : HR Department
DATE : 08 September 2014

I. OBJECTIVE

It is the policy of the company to require its personnel to follow/ wear the dress code it prescribes to ensure that all are in proper and clean uniform while on duty as well as project a positive company image and identity.

II. COVERAGE

It is applicable to all personnel irrespective of tenure of office and employment status.

III. IMPLEMENTING GUIDELINES

A. COMPANY DRESS CODE

1. The prescribed uniform/ dress code shall be according to the guidelines as follows, effective 18 September 2014, Thursday:

DAYS	PRESCRIBED ATTIRE	
M-W-F	Casual (No slippers and shorts)	
T	Easy Shop/ Nelsoft Tech. polo shirt	
TH	Business/ Formal	Barong/ long sleeves with tie & pants (slacks) and leather shoes
		Blouse & appropriate pants/ skirt and shoes

Personnel on official business (OB) and/ or special events outside the company premises inclusive of Sales Executives may wear at least a semi-formal or formal attire whichever is appropriate.

Whereas other personnel on field works (Technical Team, Driver, Custodian among others) must wear the company's official polo shirt.

While female personnel must be modest in their choice of clothes. They should not wear dresses which are considered loud, revealing and/ or inappropriate.

Further, at least a semi-formal attire must be worn during intermittent bad weather conditions which fall on Thursdays.

2. Prescribed uniform/ dress code should be worn at all times while on duty.

3. Every personnel is expected to maintain a neat and well pressed company polo

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shirt uniform and wear them with pride at all times.

B. IDENTIFICATION CARDS (ID's)

1. ID's are standard parts of the company prescribed dress code. Hence, all personnel with issued ID's must also wear them conspicuously while on duty.
2. The amount of One Hundred Fifty Pesos (Php150.00) shall be charged for each replacement of lost or damaged ID's duly substantiated by notarized affidavit of loss or damage.
3. ID's have to be returned to HR Department upon separation from the company as one of the prerequisites for the issuance of clearance.

Non-wearing of prescribed dress code inclusive of company ID's during working hours shall constitute irregularity and will have corresponding disciplinary actions from verbal/ written warning to suspension.

All immediate superiors are enjoined to help ensure that the foregoing are consistently and impartially implemented among their respective subordinates.

The management may amend or revise the above policy and guidelines or any part thereof at any time it may deem necessary.

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