

DRESS CODE

The personal appearance of employees makes an important contribution to the Company's professional reputation and image. For this reason, it is important that employees look both smart and professional at all times. All employees should be aware of the following dress code and guidelines. Should an employee turn up for work dressed inappropriately, the Company reserves the right to send them home without pay.

General Guidelines

If uniform or specified clothing is not provided, employees are required to dress in a manner appropriate to the function in which they are engaged.

All employees are required to attend work each day either in the supplied uniform or in normal smart business dress suitable for a working environment which involves regular contact with customers and to maintain high standards of personal hygiene.

Employees must ensure their clothing is clean, ironed, in good condition and free from rips and tears. Shoes should be black, clean and in good condition.

Employees are not permitted to wear jeans, T shirts, shorts, cropped garments, trainers, or open toed sandals or similar inappropriate wear during working hours.

Employees should have a smart, professional haircut and should ensure their hair is tidy.

Employees are permitted to wear discreet earrings and wedding rings but facial studs, nose or eyebrow rings and hanging body jewellery are not permitted. Visible tattoos are not permitted.

Facial make up and fingernail varnish should be light and discreet.

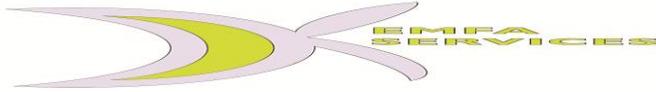
Employees are permitted to wear light perfume or aftershave but should ensure it is discreet and not overpowering.

Employees must ensure that their hands are clean and nails are kept short when at work. Do not wear bright coloured nail varnish during work hours.

Uniforms and Company Clothing

It is a condition of employment that employees wear any uniforms or clothing specified by the Company at all times during working hours. This includes personal protective clothing.

The Company will supply employees with the appropriate uniforms or clothing at the Company's expense. Employees are expected to take care of any such items and to maintain them in a reasonable condition.



Any damage caused to uniforms or clothing as a result of the employee's actions may result in an appropriate deduction being made from the employee's pay.

Employees must return any clothing supplied by the Company at the termination of their employment. The Company reserves the right to deduct from the employee's final pay the cost of any uniforms or clothing that are lost, damaged or not returned.