

dress code policy

Administrative Staff:

1. Attire: Business formal or business casual.

Examples:

- **Men:** Dress pants or khakis, dress shirt or polo shirt, optional tie.
- **Women:** Dress pants, skirts, or dresses of appropriate length, blouses or tops.

2. Footwear: Closed-toe shoes or dress shoes.

3. Accessories: Minimal jewellery and conservative hairstyles.

Designers:

1. Attire: Business casual.

Examples:

- **Men and Women:** Casual pants or jeans (neat and free of holes), collared shirts, sweaters.

2. Footwear: Casual shoes or sneakers.

3. Accessories: Minimal jewellery and conservative hairstyles

Machine Operators:

1. Attire: Casual.

Examples:

- **Men and Women:** Jeans or work pants, t-shirts, or polo shirts.

3. Footwear: Sturdy, closed-toe shoes (no sandals).



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4. Accessories: Safe and non-restrictive.

Laborers:

1. Attire: Safety-oriented.

Examples:

- **Men and Women:** Work coveralls or durable work pants and shirts (uniform).
- 2. Footwear:** Steel-toe boots or sturdy work shoes.
- 3. Accessories:** Safety gear as required (helmets, goggles, gloves, etc.).

General Guidelines for All Roles:

- **Hygiene:** Employees are expected to maintain personal cleanliness and grooming standards.
- **Company Branding:** Clothing should be free from offensive logos or messages that could reflect poorly on the company.
- **Special Occasions:** Dress code may vary for special events or client meetings; employees should dress accordingly.

Enforcement and Communication:

- **Communication:** All employees are informed of the dress code policy through employee memos.
- **Consistency:** Apply the policy consistently across all departments and roles.
- **Flexibility:** Allow for reasonable flexibility based on specific job requirements or seasonal changes.

- By tailoring the dress code to the specific roles within Arkan Graphics, you can ensure professionalism while accommodating the practical needs of different job functions.



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