



## DRESS CODE

### Objective

It is important that employees of VBHC have a neat, clean and business-like appearance which helps to project a professional, competent image, both as an individual and as a representative of VBHC. A dress code gives us a standard for our professional appearance.

### Policy

VBHC policy outlines the expectation of its employees to dress at work. Employees should note that their appearance matters when representing their Company in front of clients, visitors and other parties. An employees' appearance can create a positive or negative impression that reflects on Company and culture.

### Scope

This policy applies to all employees of VBHC, Consultants and Interns.

### Policy elements

- Clothing should be pressed and never wrinkled. Employees must avoid clothes with stamps that are offensive or inappropriate.
- Torn, dirty, frayed clothing and any clothing that reveals too much body is not appropriate for a place of business.
- Employees are advised to wear fully covered footwear's and refrain from wearing flip flops or slippers.
- All employees must be clean and well groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must project professionalism.
- If you have a planned business meeting with external vendors/partners/customers, you should be wearing business attire that is appropriate for that occasion.

### Disciplinary consequences

When an employee disregards the dress code policy, their supervisor should reprimand them. Employees may face more severe consequences up to and including termination if:

- This appearance causes irreparable damage in the working system.
- They repeatedly violate Company dress code policy.