

Dress Code and Professional Appearance

Acuiti Labs maintains a 'dress for your day' dress code. The policy provides information on the types of dress unsuitable for Acuiti Labs offices and client sites, as well as when working remotely via Teams.

Key Details:

- We encourage our employees to dress for the workday by adopting a smart casual dress code. There will be days when business dress is required and you should consider what you may be doing each day, who you will be working or connection with, and dress in a way that reflects that including when working from home.
- Everyone should feel comfortable to dress in the way that reflects their identity. This includes religious attire, cultural dress and clothing that reflects gender identity and/or gender expression.
- There may be some employees who are required to wear uniforms. This policy does not apply to those employees.
- We are a professional company and dress for your workday should not be confused with casual dress or dressing down.



Guidelines:

- **Professionalism:** Clothing should be clean, well-fitted, and in good condition. Avoid clothing that is overly casual, revealing, or inappropriate for a professional setting. The following dress is not considered to be appropriate:
 - Heavy branding, logos or slogans or motifs that may be offensive
 - Sports shirts
 - Any clothes showing your midriff
 - Gym wear or outfit you would wear for a night out
 - Clothes with rips of any kind in them
 - Nightwear, such as pajamas

- Strapless tops and dresses
- Footwear: Closed-toe shoes are preferred in the office. Flip-flops, sandals, overly casual footwear or footwear that is dirty is not considered appropriate.
- Accessories: Accessories should be professional and not distract from the business environment. Avoid excessive or flashy jewellery.
- Safety Requirements: For roles that require specific safety attire or uniforms, employees must adhere to the relevant guidelines and ensure compliance with safety standards.

We also require you to dress in accordance with our clients dress codes when working at non – Acuiti Labs sites.

Non-Compliance:

- Addressing Issues: Supervisors will address any dress code violations promptly and discreetly. Employees may be asked to change into appropriate attire if necessary.
- Disciplinary Action: Repeated or serious violations of the dress code policy may result in disciplinary action, in accordance with company procedures.