

DRESS CODE POLICY

(What NOT to wear to work)

Policy

All iPloy Staffing Solutions employees are expected to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. The following standards of dress code are established to provide direction for employees to maintain the professionalism that iPloy Staffing Solutions advocates.

Procedure

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and presents a professional image. Management may make exceptions for special occasions, and will work with Human Resources to determine whether attire is unprofessional on a case-by-case basis.

Examples of unprofessional attire include but are not limited to:

For Female Employees:

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
2. Strapless dresses or tops unless such garments are covered by another article of clothing always (e.g., a sweater or jacket)
3. Spaghetti straps, lingerie inspired garments unless such garments are covered by another article of clothing always (e.g., a sweater or jacket);
4. Leggings, jeggings, sweat pants, jogging pants and pajamas
5. Stomach exposing tops
6. Sheer or mesh clothing that exposes undergarments or midriffs;
7. Skirts above the knee
8. Flip-flops or Sandals. Anything that shows toe/s
9. Tattered pants
10. Shirts without collar
11. Short pants

For Male Employees

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
2. Tank or muscle tops unless such garments are covered by another article of clothing always (e.g., a sweater or jacket);
3. Shirts without collar
4. Sheer or mesh clothing that exposes undergarments or midriffs;
5. Flip-flops or Sandals. Anything that shows toe/s
6. Tattered pants
7. Jogging pants, sweat pants and pajamas

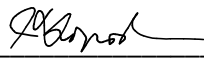


8. Short pants

An employee unsure of what is appropriate should check with a supervisor, manager, or Human Resources Department. Supervisors shall provide guidance as to proper attire and grooming.

Dress Code Policy will be strictly implemented from Mondays – Thursdays. Employees can wear their preferred clothing/s every Fridays however it should still be within the acceptable borderline of **DECENCY**.

Name: Marie Joy Abanto D'Lonsod

Signature:  Date: 10/8/20