



## Dress Code Policy

This policy applies to all companies within the Relyon Group.

The normal dress code for the Company is smart casual when attending the office or carrying out work that is not client facing. Employees are expected to ensure their appearance is appropriate for the circumstances and where meeting clients or representing the Company business attire will be necessary.

If staff are attending clients sites then it is expected that business attire will be worn. The company offers a range of smart clothing suitable for such attendance however this is not compulsory providing the personally selected attire is suitable.

**Smart Casual attire extends to smart denim/jeans however excludes the following;**

- Combats
- Cropped tops
- Sportswear
- Trainers

**Business Attire is understood to be the following;**

- Suits
- Trousers
- Blouses/Shirts
- Dresses
- Skirts
- Smart Shoes/Boots
- Smart Jumpers or Cardigans
- Blazers

The above lists are not exhaustive.

It is never acceptable, even on a "dress down day", for an employee to wear any item of clothing with an inappropriate or offensive logo, picture or slogan on it.

On customer sites where there is a dress code that differs from the Company's, then it is reasonable to fit in with that, whilst maintaining a professional image.

It is never professional and, therefore, it is not appropriate, to wear clothes that look crumpled, worn or faded. All clothing should be neat and clean, a suitable length and provide adequate coverage of the body. Where safety issues require the use of protective clothing or equipment then employees must ensure that they use them.



