

Office Dress Code Policy

Appropriate Office Dress Code

Scope and Objective:

At all CJA Offices the company follows a **Smart Casual Dress Code**. This **casual** dress code allows employees to wear attire that is appropriate. The goal is comfort for employees and informality.

However due to the smart casual nature of this dress code, it can be easily misinterpreted as being an allowance that any attire is acceptable. This is however not the case and it is for this reason that a clear and unambiguous policy statement is required to ensure that an appropriate and acceptable dress code is maintained in our Office working environment.


This is especially true for employees who have a public or client facing role within their regions or projects.



Basic Guidelines:

- CJA Telecommunications Management, expects office employees to dress in business attire of a smart casual nature. Clothing should be comfortable but not offensive. Clothing / Dress that could potentially make co-workers/clients/visitors feel uncomfortable or uneasy should be avoided at all costs
- Clothing with profane or derogatory Language statements or Clothing that promotes causes that could be deemed as Discrimination or undue / inappropriate influence would not be allowed.
- Employees are expected to demonstrate good judgment, common sense and professional taste. Courtesy towards co-workers / clients / visitors and your professional image are factors employees need to use to assess whether they are dressing in business attire that is appropriate.
- Client facing staff should wear collar shirts as T-shirts of any kind is not considered appropriate client-facing wear.
- Suit Trousers and chinos are acceptable wear.
- Denims are also acceptable, but not torn or frayed Denims.
- Woman shirts should cover their shoulders (no spaghetti strap shirts) and tops should not reveal any cleavage.
- Skirts should not be shorter than 2-4 fingers above the knee.
- Clothing should not be revealing in anyway
- Fridays are deemed as Dress down / Casual and Employees may wear T-shirts (except if attending client meetings etc.) however no inappropriate language or slogans

Shorts are not considered acceptable Office wear at any time, just as it is not acceptable for Site Wear in the Field at any time.

Rev. No.	Date Created	Review Date	Changes	Prepared by	Reviewer Quality Manager	Approval CEO	CJA Telecommunications (Pty) Ltd
2	24/10/2018	10/2019	Revised	K. Evert	G. Greef	Z. Janssen	
Signatures				<i>Evert</i>	<i>G. Greef</i>		

Examples of Appropriate Attire at the Office:



Examples of Inappropriate Attire at the Office:



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2	24/10/2018	10/2019	Revised	K. Evert	G. Greef	Z. Janssen	
Signatures				<i>Evert</i>	<i>Greef</i>		