



Dress Code Policy

1. Purpose

The primary aim of this Dress Code Policy is to define “Appropriate Appearance” in order to ensure that Staff adhere to this policy and present a professional, well-groomed and appropriate appearance while on duty. These guidelines focus on establishing a positive and professional perception of the Group to its internal and external clients.

2. Application

2.1 This policy applies to all Management and Staff of UBUNTU Group and its subsidiaries:

- i. Black Moon Investments (Pty) Ltd
- ii. Assurity Insurance Brokers (Pty) Ltd
- iii. Virtusell

2.2 This policy does not apply to any individual that has entered into an independent contractor and or Consultancy agreement with UBUNTU Group and its subsidiaries.

3. Introduction

It is not our intention to prescribe in detail how people are expected to dress at work; however it is expected of Staff at all times to present a professional, businesslike image to colleagues and the public. Neatness and personal grooming and hygiene are important aspects to achieve this image.

Workplace clothing guidelines:

- To present or create a professional and neat appearance for colleagues, visitors and the public;
- To promote a positive working environment and limit distractions caused by provocative and inappropriate dress.
- To establish and maintain a professional brand and ethos for the Group which is smart and professional.

4. The following are deemed inappropriate and unprofessional and therefore not permitted while on duty:

- Shorts and three-quarter pants (men only)
- Clothing with political, social or any other slogans that could be offensive/inflammatory to our colleagues
- Flip-Flops
- Wearing clothes that reveal and/or inappropriately expose body parts
- Sunglasses in the office
- Tracksuit pants (only permissible on weekend days where Staff are on duty)

There will be exceptions to the above which may apply on event days. Employees will be duly notified when an event day will occur and what the dress code will be for the event.

5. Tattoos and body piercing

Some visible tattoos or piercings may offend customers or colleagues. The only requirement is that the tattoos and piercings should not be visible to the public in the workplace and remain covered at all times if overtly offensive.

Document Control:

The Company reserves the right to make changes to this policy document as and when required, and will endeavor to provide reasonable notice where changes are applied.			
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Approved by	Exco		
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