Unit 411 Melbourne Residences, 11
Sen. Gil J. Puyat Ave., Palanan,
Makati City

Reference No: OMD-P001-2024 **Version:** 2
TO: ALL EMPLOYEES **DATE**: March 25, 2024
FROM: OFFICE MANAGEMENT DEPARTMENT **NO. OF PAGES: 4**
SUBJECT: Personal Appearance

1.) Objective

Dress, grooming and personal cleanliness standards contribute to all employees' morale and affect the business image MCVO presents to customers and visitors.

During business hours or when representing MCVO, we are all expected to present a clean, neat, professional appearance and based on policy guidelines. If your supervisor feels your appearance is inappropriate, you may be asked to leave the workplace until you are appropriately dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes an appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

2.) Scope

All employees of MCVO Talent Outsourcing Services.

3.) Administration

The following departments shall monitor, control and implement the rules and regulations provided herein.

- Office Management Department
- Operations Department
- Human Resources Department

4.) Addenda:

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Uniform and ID must be worn while on duty. Color code for the uniforms are;
  Monday = Violet
  Tuesday = Black
  Wednesday = Red
  Thursday = Black / White for leads and managers
  Friday = Washday

- Dress code in this policy is gender based and must be followed. Employees are given an option to wear gender neutral business attire. Transgender employees are allowed to follow their preferred gender base attire.

  Note: If an employee reports to work on a day that he/she does not have the corresponding color code MCVO uniform, he/she must adhere to the dress code based on the guidelines below.

For Men (Monday - Thursday)	
Tops	• Polo shirts, tops with collars and/or anything that is considered as business attire is allowed. • Round neck and V neck t-shirts are not allowed to be worn unless paired with a coat, jacket or cardigan and will not be removed during working hours.
Bottoms	• Long jeans and pants are preferred to be worn during business hours.
Shoes	• Shoes must provide safe and secure footing, can provide comfortability while working, and it must be cleaned, polished and presentable that compliments well to your attire. • Wearing of slippers or sandals is prohibited inside the MCVO premises except if the employee is on her/his workstation, and/or the employee is injured and a Physician has recommended to wear slippers/sandals provided with a medical certificate.

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For Men (Washday/Holiday) Employees who are required to work on declared Holidays, regular or special, can wear casual attire.	
Tops	• Round neck and V neck t-shirts and sports attire like a baseball shirt can be worn during washdays. For jersey shirts it is allowed as long as it is paired with a shirt.
Bottoms	• Shorts for men can be worn only on washdays. It must have a thick cloth like khaki, cargo or rayon and the length must be above the knee or knee length. • Sweatpants can be worn as long as the attire is presentable or has a touch of business casual.
Shoes	• Sandals like crocs can only be worn during washday and any open heel must have a heel strap. • Wearing of slippers or sandals is prohibited inside the MCVO premises except if the employee is on her/his workstation, and/or the employee is injured and a Physician has recommended to wear slippers/sandals provided with a medical certificate.

For Men (Attire that are not allowed)	
Tops	• Cropped tops, muscle tees or anything sleeveless that leaves shoulders bare, are not allowed. • Tattered shirts are not allowed. • Gym clothes are not allowed to be worn during working hours.
Bottoms	• Gym clothes are not allowed to be worn during working hours. • Tattered Jeans and thin cloth shorts are not allowed. • Jersey shorts are not allowed inside the office premises.
Shoes	• Sandals that are open toe and heel are not allowed inside the office premises.

For Women (Monday - Thursday)	
Tops	• Blouses are preferred for business attire. • Round neck and V neck t-shirts are not allowed to be worn unless paired with coat, jacket or cardigan and will not be removed during working hours • Any sleeveless, off shoulder, tank top and halter neck can be worn with coat, jacket or cardigan as long as they will not be removed during working hours. • Cap cut blouses or dresses are allowed without any cover as long as the shoulder is not bare.
Bottoms	• Any long skirts or dresses are allowed as long as they are not shorter than above the knee or knee length. Slits on skirts and dresses must also be above the knee or knee length. It must also ensure that the length of front and back is appropriately long that will not cause any wardrobe malfunctions. • Leggings must be thick cloth and partnered with a long blouse or dress and it still looks like business casual attire. Any white, neutral or skin toned colors are not allowed to be worn even paired with a long blouse or dress.
Shoes	• Shoes must provide safe and secure footing, can provide comfortability while working, and it must be cleaned, polished and presentable that compliments well to your attire. • Sandals, flats, high heels, must be closed toes and presentable for business attire. Any open heel sandals must have a heel strap.

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For Women(Washday/Holiday) Employees who are required to work on declared Holidays, regular or special, can wear casual attire.	
Tops	• Round neck and V neck t-shirts and sports attire like a baseball shirt can be worn during washdays. For jersey shirts it is allowed as long as it is paired with a shirt.
Bottoms	• Shorts for women can be worn only on washdays. It must have a thick cloth like khaki, cargo or rayon and the length must be above the knee or knee length. • Sweatpants can be worn as long as the attire is presentable or has a touch of business casual.
Shoes	• Sandals like crocs can only be worn during washday and any open heel must have a heel strap. • Wearing of slippers or sandals is prohibited inside the MCVO premises except if the employee is on her/his workstation, and/or the employee is injured and a Physician has recommended to wear slippers/sandals provided with a medical certificate.

For Women (Attire that are not allowed)	
Tops	• Cropped tops, tube top, tattered shirt, see through shirts, spaghetti straps, backless tops and shirts or blouses with plunging necklines are not allowed to be worn either paired with coat, jacket or cardigan. • Tattered shirts are not allowed. • Gym clothes are not allowed to be worn during working hours.
Bottoms	• Gym clothes are not allowed to be worn during working hours. • Tattered Jeans and thin cloth shorts are not allowed. • Jersey shorts are not allowed inside the office premises.
Shoes	• Sandals that are open toe and heel are not allowed inside the office premises.

- Attire with any vulgar, inappropriate, hate words, propaganda, or potentially offensive statement prints are not allowed to be worn inside the office.
- Any type of unconventional piercings are allowed inside the office however it must be removed during client visits and formal meetings.
- Any type of unconventional tattoos are allowed inside the office however it must be covered during client visits and formal meetings.
- Makeup styles are expected to be in a clean, neat and professional look. Any unconventional makeup styles are not allowed during working hours.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in a clean, neat and professional look.
- Colored hair is allowed as long as it is well-groomed and in a professional look.
- Extreme hairstyles, such as liberty spikes, mohawk and inappropriate shaved heads are not allowed inside the office.
- Dreadlocks can be allowed inside the office premises as long as it is well-groomed and in a professional look.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Any strong scent, perfume or cologne are not allowed inside any office premises as this can be overwhelming and distracting to coworkers, especially those with sensitivities or allergies.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Caps and tinted eyewear are not allowed to be worn inside the office premises that could hinder CCTV footage.

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5.) Violations

Employees in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment, for repeated violations.

6.) Effectivity

6.1 This Policies & Procedures (P&P) supersede any existing policy, agreement, prior communication and/or instructions on matters covered herein that may have been issued or discussed prior to the effective date hereof.

6.2 Exceptions to the strict application of the terms of this P&P may only be accommodated upon the written approval of the CEO/Founder.

6.3 The Company reserves the right to modify, alter, amend, add and/or delete any provision of this P&P.

This Policy is effective on May 1, 2024.

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