

 <p style="text-align: center;"><i>HUMAN RESOURCES DEPARTMENT</i></p> <p style="text-align: center;">Dress Code Policy</p> <p>GUST Gulf University for Science and Technology جامعة العلوم والتكنولوجيا البحرين</p>	Policy No.	Version
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	Approved By: Dr. Fahad Al-Zumai	
		
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I. Policy

Employees of GUST represent the university to visitors, coworkers, faculty, students and parents; therefore, they should maintain a professional image of the highest level and adhere to personal hygiene and grooming standards

Appropriate Attire is formal business:

- I. Male employees are required to wear suits, shirts (tucked in), ties, socks, and shoes. Local National attire is allowed if worn in full (Gotra/Equal).
- II. Female employees are required to wear business dresses, suits, and dress skirts minimum at knee level, slacks, blouses, sweaters, jackets/blazers (covering the elbow), and shoes.
- III. Operational employees working outside office locations may dress the required uniform/dress gear at all times. Company provided t-shirts/shirts are preferable.
- IV. Shorts (half & 3/4), cutoff shirts, jogging suits, caps, ripped jeans, T-shirts with controversial slogans, flip flops, and sandals are not appropriate.
- V. Cologne, perfume and aftershave should be delicate. Employees should take into consideration that some of their colleagues may be sensitive to, or have an allergic reaction to certain fragrances.
- VI. Denim (Jeans) of any color is not permitted
- VII. Employee attire should be decent and modest , employee front side should be covered up to the neck line , cloths should not be tight or revealing , and sleeveless cloths are not accepted

Casual Thursday:

Employees should wear appropriate business casual clothing; participation in Casual Thursdays is a personal decision. Employees are expected to use good judgment to ensure that their attire is appropriate for all activities (including meetings and client contact) that they will be involved in that day.

II. Application

This policy shall apply to all GUST Staff

III. Related Policies

IV. Revision History

Date	Revision	Remarks
10/2/2013	01.0	Initial release