

POLICY: DRESS CODE

BACKGROUND

The corporate Dress Code policy is established to facilitate the development of controls that will ensure that roles and responsibilities are clearly defined and understood in order to secure both corporate and individual compliance for Reverside regarding the Dress Code. It is the intent of Reverside to promote consistent organisational behaviour by providing guidelines and assigning responsibility for the development of controls where the Dress Code is concerned. It should be noted that failure to comply with conduct and procedures relating to the Dress Code falls under Misconduct in the Disciplinary Code.

The Dress Code is aimed at presenting a professional image of the company to members of the public, clients and the corporate community. Reverside has a flawless record and an untarnished image that must be maintained. In an era where the business environment is highly competitive, no business can afford to have its professional image tainted through concessions and breach of its Dress Code. The Dress Code is also intended to cultivate a good self-image on the part of employees and a sense of security and privacy.

In addition the Dress Code is intended to address security standards, client service and climate conditions without undermining an employee's privacy, religious or cultural beliefs or customs, or discriminating on the basis thereof.

SCOPE OF POLICY

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Reverside. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Reverside.

GUIDELINES

All employees shall be expected to dress tastefully, professionally and elegantly. Make-up, hairstyles and personal hygiene also form part of this.

All employees shall be dressed in **Smart Casual** attire.

The following attire is not acceptable:

- Extrovert fashion wear, transparent clothing, exposed torso, visible underwear, unacceptably revealing necklines, unacceptably short skirts, shorts, knickerbockers (this list is not exhaustive);
- Clothes that depict or advertise any offensive language, theme, product, graphic material, religious or cultural themes;
- Strapless sandals, sport shoes and “cros”;
- Caps and bandanas;
- Extreme hairstyles or jewellery;
- Denim jeans may be worn. However, denim jeans **must be smart** and not casual. Under no circumstances will ripped jeans or any denim jeans with any holes be allowed. Denim jeans should also not have any overt insignia or patching.
- Shirts and tops with spaghetti straps may not be worn;
- Men’s hairstyles, beards and moustaches must be kept neat

Any employee who is unsure about these guidelines must seek clarification from the Human Resources Department.

Any member of staff not dressed according to the dress code will be instructed to return to his/her residence in order to dress in accordance with the code. Such an employee may be only placed on duty upon his/her return. In the event of this being not achievable under the circumstances, disciplinary action may be taken against the employee. An employee directed to return to his/her residence will not be paid for the duration of time he/she were not placed on duty. The lost duration of work time must be submitted to the Human Resources Department in order to deduct the time from ordinary hours of work and salary.

IRREGULARITIES

The Dress Code policy should be taken extremely seriously by all employees. Any employee who fails to comply with the Dress Code Policy, will be subject to disciplinary action.

Irregularities concerning an employee's conduct with regard to the Dress Code policy should be resolved by departmental management and the Director: Human Resources before concerning the Chief Executive Officer.

If there is any question as to whether an action constitutes an irregularity, contact the Director: Human Resources for guidance. The Director: Human Resources must coordinate all investigations with all affected areas, both internal and external.

INVESTIGATION RESPONSIBILITIES

The Director: Human Resources has the primary responsibility for the investigation of all suspected misconduct with regard to the Dress Code policy. If the investigation substantiates that misconduct has occurred, the Director: Human Resources together with the Chief Executive Officer will institute the appropriate disciplinary action against the employee.

CONFIDENTIALITY

The responsible parties must treat all information received confidentially. Any employee who suspects irregular conduct with regard to the Dress Code policy will notify the Director: Human Resources immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected misconduct (see REPORTING PROCEDURE section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect Reverside from potential civil liability.

AUTHORIZATION FOR INVESTIGATING SUSPECTED MISCONDUCT RELATING TO THE DRESS CODE POLICY

The Director: Human Resources and his/her designated responsible parties will have:

- Free and unrestricted access to all Reverside records and premises, whether owned or rented; and

- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation. Such activity will be thoroughly documented and recorded.

REPORTING PROCEDURES

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects irregular conduct with regard to the Dress Code policy will contact the Director: Human Resources immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Director: Human Resources. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," or any other specific reference.

The reporting individual should take cognisance of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution;
- Do not discuss the case, facts, suspicions, or allegations with anyone who is not directly involved with the investigation or the outcome of the investigation and who have no legitimate need to know. This includes any family member and/or friend.

OUTCOME

If an investigation results in a finding that irregular conduct with regard to the Dress Code policy has occurred, then the appropriate disciplinary action for Misconduct must occur. The Director: Human Resources is responsible for this procedure and, if necessary, outside counsel may be sought in order to take the necessary disciplinary action.

ADMINISTRATION

The Director: Human Resources is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

APPROVAL

(Chief Executive Officer)

Date