



## DRESS CODE - ADMINISTRATIVE PANEL MEMBER

### PURPOSE

The purpose of this policy is to ensure that all administrative panel members adhere to a dress code which enhances the professional image of the company.

### SCOPE

This policy applies to:

- MHR Administrative Panel Members
- MHR Clients
- MHR Office Personnel

Locum doctors, ambulance personnel and pharmacy personnel are excluded as their dress code is determined/prescribed by the client.

### DEFINITION

Term	Description
<b>Flip flops (Plakkies)</b>	Flip flops are a type of sandal, typically worn as a form of casual wear. It consist of a flat sole held loosely on the foot by a Y-shaped strap known as a toe thong that passes between the first and second toes and around both sides of the foot or can be a hard base with a strap across all the toes.

### POLICY STATEMENT

This policy sets standards for MHR's business attire and professional image. All parties specified in the scope to adhere to the standards specified in this policy.

### STANDARDS FOR CORPORATE ATTIRE AND PROFESSIONAL IMAGE

- It is the panel member's responsibility to ensure that garments and shoes are well maintained. Loose seams and hems, missing buttons, stained or smelling garments detract from the company's professional image.
- A clean outfit must be worn daily.
- Skirts and dresses may not be shorter than knee length.
- Shirts/blouses should not be longer than jackets/jerseys.
- When wearing shoes with heels, pants/slacks should be short enough that the hem does not drag on the ground, but long enough that the pants/slacks graze the top of the shoe in the front.

- The following are not permitted:
  - T-shirts or strappy tops
  - Tight fitting clothes
  - See through blouses
  - Crocks or flip flops
- Female panel members are allowed to wear a white camisole under a white shirt.
- Shoes should always look professional.

#### **Female administrative panel members to wear the prescribed uniform below:**

- The following MHR uniform items available at MHR offices at subsidised rates (unless indicated otherwise):
  - 3/4 suit top
  - Dress
  - Pants
  - Pencil skirt
  - Formal jacket (**\*\*This item is not subsidised**)
  - Fleece jacket in the winter season (*To be removed on entering the department/facility or as per client arrangement*)
- Alternatively, neat navy or black business attire which compliments the company's professional image as authorised by the MHR Branch Manager. White blouse with black/navy trousers are also allowed.
- OR uniform prescribed by client.
- Black court shoes.
- Navy/black/blackmail stockings.
- Black/navy jersey/jacket in the winter season (*To be removed on entering the facility /department or as per client arrangement*).

#### **Male administrative panel members to wear the prescribed uniform below:**

- The following MHR uniform items available at MHR offices at subsidised rates:
  - Shirt (Long/Short Sleeve)
  - Trousers
  - Fleece jacket in the winter season (*To be removed on entering the department /facility or as per client arrangement*)
- Alternatively, neat white shirt with black/navy trousers as authorised by the MHR Branch Manager.
- OR uniform prescribed by client
- Neat tie
- Professional black shoes with black/grey socks.
- Black/navy jersey/jacket in the winter season (*To be removed on entering the facility/department or as per client arrangement*)

#### **MHR name badges**

- Must be worn at all times during working hours.
- Must be clean and placed on the left side on chest.
- May not be decorated with any items or stickers.

#### **Accessories**

- Jewellery should enhance the company's professional image and should be kept to a minimum.
- Female panel members are allowed to wear one pair of discreet earrings.

- Male panel members are not allowed to wear earrings while on duty.
- Nose, eye-brow or tongue rings/studs are not permitted unless special dispensation has been granted by the department manager who will deal sensitively with religious and cultural requirements.

### Hair

- Hair must be clean and neat.
- Avoid hair styles that need constant adjustment.
- Hair accessories should enhance the company's professional image.
- Male panel members should be clean-shaven or if they have a beard and/or moustache, it should be kept clean and neatly trimmed.

### Nail and Skin Care

- Nails must be clean, short and neat.
- Nail varnish is acceptable provided that it is neatly maintained and a complementary colour.
- Panel members must ensure that their make-up complements their skin tone.
- Panel members with art (tattoos) on their body who are working with panel members/clients should select a uniform/attire that will cover such body art during working hours.

### Body Odour

- Panel members should at all times be aware of their body odour and the smell of their breath. Panel members should try and freshen up after lunch.
- Panel members, who choose to wear perfume, should ensure that it does not cause irritation to fellow panel members or clients.
- All smokers should ensure that they do not smell of smoke.

## THE ORDERING OF PRESCRIBED UNIFORM

Panel members who are interested in ordering prescribed uniform needs to visit their local MHR office to complete the following forms:

- Admin uniform order form. Panel members are entitled to request up to three uniform payment installments to be deducted as shifts are worked and according to pay method.
- Authority for salary deduction for the uniform payment to be deducted.

Panel members to familiarise themselves with the uniform order, exchange and return policy.

## ASSOCIATED DOCUMENTS

Document	Location
Admin uniform order form	MHR Office
Admin uniform pricelist	MHR Office
Authority for salary deduction	MHR Office
Uniform order, exchange and return policy	MHR Office
MHR Agreement	MHR Office