

DRESS CODE AND PRESENTATION STANDARDS

POLICY STATEMENT:

Logifix Freight Solutions strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

Logifix Freight Solutions always wishes to present to customers, suppliers and the community in a neat, tidy and professional manner. First impressions can be lasting and are an important part of our success as a business. Logifix Freight Solutions has determined these guidelines for workplace-appropriate attire, and these will be enforced.

Logifix Freight Solutions emphasises that the appearance of all employees while working for Logifix Freight Solutions is a direct reflection of the business therefore, all employees should present in line with this policy and look professional and presentable at all times. Individual behaviour should be professional and appropriate when representing the business.

Employees are expected to fully adhere to the uniform and dress standards documented in this policy.

PROCEDURE:

1. Guidelines

- a. All employees are expected to adopt high standards regarding personal hygiene and personal presentation daily. This includes but is not limited to, showering daily, wearing deodorant, styling hair and facial hair appropriately along with general professional grooming standards.
- b. All employees are required to wear a clean and ironed Logifix Freight Solutions uniform (when appropriate) or smart casual business attire. Shoes are to be polished; shirts are to be tucked in to avoid a 'scruffy' appearance.
- c. Body piercings, tattoos and jewelry should be discreet. It is the preference of Logifix Freight Solutions that visible body piercings, except for earrings are not worn at work. It is expected that where possible tattoos are kept covered when visiting clients or suppliers or in face-to-face dealings with customers, to ensure a professional brand image is protected.
- d. Due to the issues relating to allergies and potential discomfort to colleagues, Logifix Freight Solutions promotes a fragrance-free environment. Please refrain from using aftershave or perfume, and limit fragrances to deodorant only.
- e. Employees must take care of all uniform items provided and must keep all items clean and neat.
- f. Employees must ensure uniforms are properly cared for, including regular laundering, replacing buttons, removing pilling and mending as needed. All uniform items must be returned upon employment termination.

- g. All employees must adhere to the Smoking Policy.
- h. Logifix Freight Solutions emphasises that the appearance of all employees is a direct reflection of the business, and as such, all employees engaging in visits to suppliers or clients, or meeting with customers face to face should be dressed neatly and professionally and their behaviour should be appropriate in representing the business.

2. Special Circumstances

- a. Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by Logifix Freight Solutions, or the appropriate allowance will be provided if required.
- b. At the discretion of managers, in special circumstances, such as during unusually hot or cold weather or special occasions, employees may be permitted to dress more casually than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

3. Appropriate Workplace Wear

When choosing workplace clothing an employee must use the following guidelines:

Appropriate	Inappropriate
Pants, including khakis, corduroys, cargos, jeans and capris	Sweatpants, leggings, exercise wear
Shorts, shirts and skorts (knee length)	Short shorts, low-rise or hip-hugger pants or jeans
Collared polo shirts and short-sleeved blouses or shirts	Shirts with writing (other than the company uniform)
Business provided uniform	T-shirts, sweatshirts, sleeveless blouses or shirts
Boating or deck shoes, moccasins	Crop tops/midriff tops
Coats, jackets and cardigans	Beachwear
Closed-toed shoes, including heels	Athletic shoes, Croc-like sandals and thongs

Logifix Freight Solutions welcomes its employees to incorporate their individual styles while complying with the guidelines provided. To ensure your dress is appropriate, ask yourself these questions:

- Will what I wear adhere to the image Logifix Freight Solutions is aspiring to represent?
- Will what I wear observe the culture of Logifix Freight Solutions?
- Will what I wear match the environment I will be working in? (office, site, client facing, back of house)
- Will what I wear complement the standard of professionalism Logifix Freight Solutions portrays?

4. Reasonable accommodation of religious beliefs

Logifix Freight Solutions recognises the importance of individually held religious beliefs to persons within its workforce. Logifix Freight Solutions will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship for the business or other employees. Accommodation of religious beliefs in terms of attire may be difficult considering safety issues for employees. Those requesting workplace attire accommodation based on religious beliefs should speak with their manager in the first instance.

5. Addressing business wear and hygiene problems

- a. Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If an employee comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groomed, and return to work.
- b. If an employee's poor hygiene or presentation is an issue, the relevant manager will discuss the problem with the employee in private.