

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: ALL STAFF	Originator:	Suriani
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Reference Number:
OMH.STF.M11700.21507

Date:
22-July-2020

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|---------------------------------|--|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Urgent | <input type="checkbox"/> Review | <input type="checkbox"/> Comment | <input type="checkbox"/> Reply | <input type="checkbox"/> Retain |
| <input type="checkbox"/> Action | <input checked="" type="checkbox"/> Info | <input type="checkbox"/> Note | <input type="checkbox"/> Call me | <input type="checkbox"/> Sign & Return |

Attachment(s): None As listed below

DRESS CODE / WORK ATTIRE - OFFICE BASED [NON-OPERATIONAL]

Dear All,

Reference is made to the above subject matter.

Employees should note that their appearance matters when representing E-MAS in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on E-MAS and our culture.

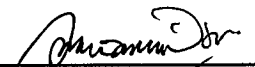
Effective 1st August 2020, office based [non-operational] employees are allowed to wear attire with the following guidelines:


- Smart casual including jeans
- Formal attire is a MUST for official occasion
- Please see attachment for further details

Thank you

Sincerely,

Concurred by,


Suriani Farisa Md Isa
 Manager, Human Resource


Thomas Baake
 Chief Executive Officer

Attachments: Guidelines and description of E-MAS Dress Code
 cc: {none}

E-MAS DRESS CODE (OFFICE BASED STAFF)

August 2020



Attachment to memo OMH.STF.M11700.21507

SUMMARY

- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear
- Clothing with offensive or inappropriate designs or stamps are not allowed
- Clothing should not be too revealing
- Managers or supervisor are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes
- Repeated violations or violations that have major repercussions may result in disciplinary action being taken, including dismissal



GENERAL GUIDELINES

- Dress code is a set of guidelines to make it easy for employees to know what is appropriate to wear to work. It can also help companies to be sure employees are presenting themselves well in meetings and interactions with clients and customers.
- Effective 1st August 2020, E-MAS office based staff is now allowed to wear Smart Casual to office
- The followings are the guidelines for reference:

³ Attachment to memo OMH.STF.M11700.21507

MALE STAFF

Attachment to memo OMH.STF.M11700.21507



MALE STAFF

Shirt	<ul style="list-style-type: none">▪ Long or short sleeves business wear, Batik shirts, Collared T-shirts▪ Decent length <i>[does not reveal back or front of abdominal / lower abdominal area]</i> <i>Jerseys are not allowed</i>
Trousers	slacks or khaki long pants
Jeans	Allowed, <i>but not torn and/or faded</i>
Formal Wear	<ul style="list-style-type: none">▪ Complete traditional clothes (e.g Baju Melayu with Samping)▪ shirts with slacks and blazers) may be required for formal meetings
Belt	must be simple and preferably in black/brown <i>(big and glaring buckles not allowed)</i>
Hair	must be short and neat <i>(Long hair below collar and loud coloured is not allowed)</i>
Face Area	<ul style="list-style-type: none">▪ Beard, moustache, goatee - clean shaven or well-trimmed▪ Side burns should not be longer than earlobe

4 Attachment to memo OMH.STF.M11700.21507

MALE STAFF - cont.

Footwear	<ul style="list-style-type: none">▪ Leather shoes/ Loafers/ Sneakers/ Sport shoes▪ Rubber slippers/sandals are allowed for Muslim male staff to perform Friday prayers on leaving for the mosque and for ablution/praying purposes only in office
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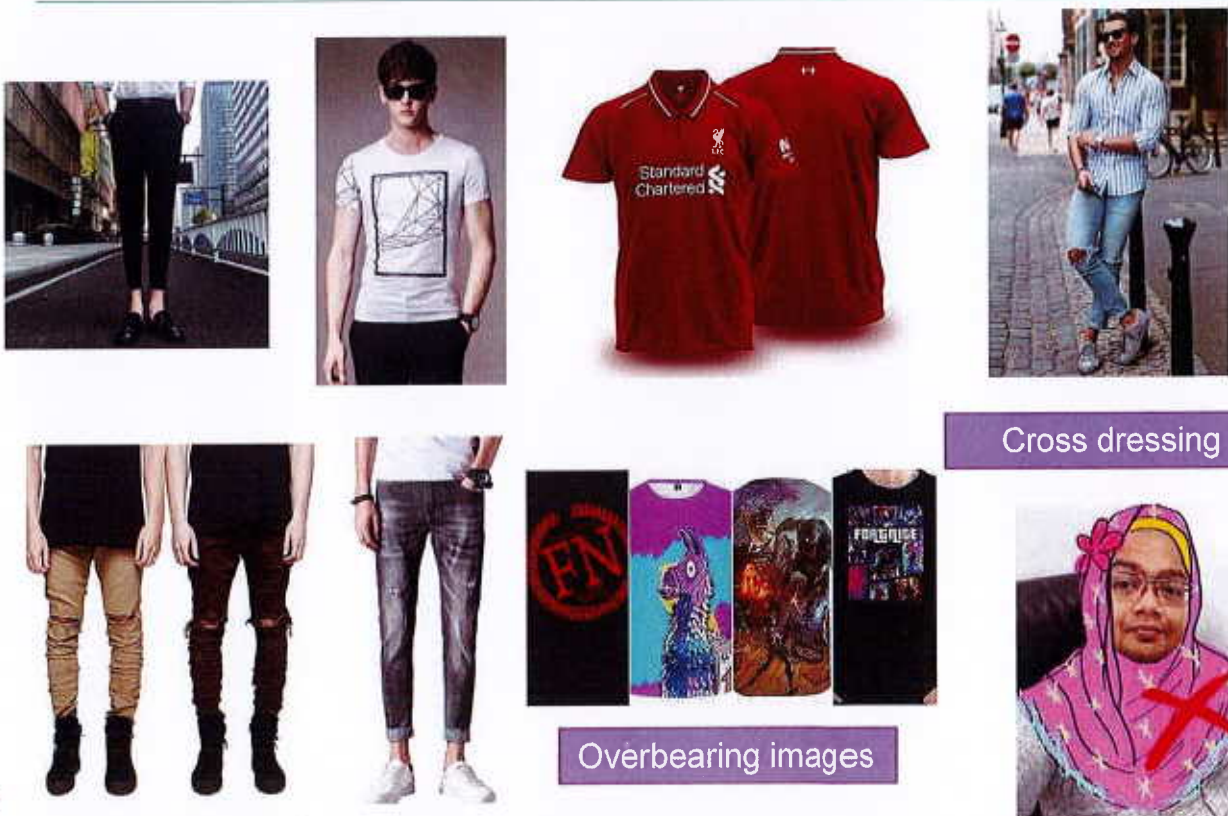
4 Attachment to memo OMH.STF.M11700.21507

MALE STAFF - ALLOWED



5 Attachment to memo OMH.STF.M11700.21507

MALE STAFF - NOT ALLOWED



6 Attachment to memo OMH.STF.M11700.21507

MALE STAFF - FOOTWEAR

ALLOWED



NOT ALLOWED



Attachment to memo OMH.STF.M11700.21507

FEMALE STAFF

Attachment to memo OMH.STF.M11700.21507



FEMALE STAFF

Business Wear	<ul style="list-style-type: none"> ▪ Long or 3/4 Pant suits; ▪ Skirt of decent length are allowed i.e. below the knees - <i>Skirts with indecent high slits are not allowed</i> ▪ Decent inner wears/sleeveless blouse/dress must be worn with an overcoat/jacket/blazer/cardigan
Traditional Costume	<ul style="list-style-type: none"> ▪ Baju kurung, kebaya, cheongsam, saree or salwar kameez are allowed. However, these costumes should not have high slits. ▪ Sarees should be worn with saree blouses of decent length ▪ Tudung and scarves may be worn by female staff <i>but purdah covering the whole face is not allowed</i>
	<i>Mini skirts, ski-pants, bermudas, tights/leggings/leotards, jeans cutting, low cut or too revealing dress/blouse, etc are strictly not allowed</i>
Jeans	Allowed, <i>but not torn and/or faded</i>
Jewellery	Jewellery and accessories should be kept to a minimum
Footwear	Closed toe pumps, open toed shoes are acceptable for a more casual look

8 Attachment to memo OMH.STF.M11700.21507

FEMALE STAFF - ALLOWED



Attachment to memo OMH.STF.M11700.21507

FEMALE STAFF - NOT ALLOWED



Overbearing images



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Attachment to memo OMH.STF.M11700.21507

FEMALE STAFF - FOOTWEAR

ALLOWED

NOT ALLOWED



Attachment to memo OMH.STF.M11700.21507