



IT'S ALL ABOUT YOU!

## BRANCHES

JOHANNESBURG  
RUSTENBURG  
NEWCASTLE  
PORT ELIZABETH

POLOKWANE  
BLOEMFONTEIN  
DURBAN  
CAPE TOWN

KLERKSDORP  
MIDDELBURG  
RICHARDS BAY  
EAST LONDON

NELSPRUIT  
KURUMAN  
KIMBERLEY

ADD: P.O. BOX 3547  
POLOKWANE, 0700  
REG NO: 2009/004805/07  
VAT NO: 451 018 0344

NATIONAL NUMBER: 0861 379 542

WWW.EPX.CO.ZA

<b>Subject:</b>	Dress Code Policy (HRP0007)
<b>Compiled by:</b>	CTL Group (Pty) Ltd
<b>Authorised by:</b>	Directors of E.P.X Courier Services
<b>Implemented:</b>	April 2021
<b>Amended dates:</b>	

### DRESS CODE POLICY

(HRP0007)

#### 1. POLICY BRIEF AND PURPOSE:

- 1.1. The Company requires that employees always dress neatly and appropriately and that they maintain adequate personal hygiene.
- 1.2. The success of any company is reliant on the support and goodwill of its customers. For this reason, it is important that the Company maintains a professional image.
- 1.3. As representatives of the Company, employees must adhere to the dress code policy.
- 1.4. The Company undertakes to provide employees with a Uniform as per terms and conditions below. Attached to this policy – Set of images demonstrating what type of shirt and jackets will be provided for.
- 1.5. This policy applies to all permanent employees of E.P.X Courier Services, including fixed term/temporary and/ or contracted employed employees interfacing with clients. If an employee do not interact with client, corporate/ work wear (jeans/overalls are accepted) wear would be accepted.



## BRANCHES

JOHANNESBURG  
RUSTENBURG  
NEWCASTLE  
PORT ELIZABETH

POLOKWANE  
BLOEMFONTEIN  
DURBAN  
CAPE TOWN

KLERKSDORP  
MIDDELBURG  
RICHARDS BAY  
EAST LONDON

NELSPRUIT  
KURUMAN  
KIMBERLEY

ADD: P.O. BOX 3547  
POLOKWANE, 0700  
REG NO: 2009/004805/07  
VAT NO: 451 018 0344

**NATIONAL NUMBER: 0861 379 542**

**WWW.EPX.CO.ZA**

1.6. All queries relating to this topic may be referred to the Human Resources Department for clarification or assistance.

## 2. GENERAL GUIDELINES:

2.1. The company urges employees to use common sense and sound judgment when it comes to selecting their work attire. When in doubt, refer to the conservative and formal side.

To assist you, here are a few broad guidelines to follow:

- All clothing should be clean, ironed and in good shape. Desist from opting for clothes that display inappropriate slogans/images/art, rips, or holes, even if it is the current fashion.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other employees and clients remain positive and pleasant.
- Work clothes should be professional, which means that it should not be revealing or casual. Please refrain from wearing track suits. A professional looking sandal is acceptable as well as “flat pumps” women usually wears.
- “Tekkies” are acceptable with Black or Blue/Navy Jeans only.
- We allow female employees to wear jewellery, but we urge that employees be mindful/reasonable regarding visible body piercings during work hours. Should any employee wish to gain clarity whether the body piercing would be accepted, that HR be consulted with.
- The Company has no policy against visible tattoos but urge that employees cover these when possible and practical.



IT'S ALL ABOUT YOU!

## BRANCHES

JOHANNESBURG  
RUSTENBURG  
NEWCASTLE  
PORT ELIZABETH

POLOKWANE  
BLOEMFONTEIN  
DURBAN  
CAPE TOWN

KLERKSDORP  
MIDDELBURG  
RICHARDS BAY  
EAST LONDON

NELSPRUIT  
KURUMAN  
KIMBERLEY

ADD: P.O. BOX 3547  
POLOKWANE, 0700  
REG NO: 2009/004805/07  
VAT NO: 451 018 0344

NATIONAL NUMBER: 0861 379 542

WWW.EPX.CO.ZA

- 2.2. Employees in direct contact with the public, clients and/ or any function during business hours are required to wear the prescribed uniform of E.P.X Courier Services.
  - 2.3. Technical-, general workers and loaders may wear more casual attire, such as the E.P.X shirt or Conti Suits (overalls) provided for. Black or Blue Jeans are suitable.
  - 2.4. If the dress code policy contravenes the prescriptions of your faith/religion or that it is offensive to you in any way, please contact Human Resources Department.
- 3. COMPULSORY UNIFORM:**
- 3.1. The Company will provide Uniforms once, within a period of 18 months.
  - 3.2. A new set of Uniform will only be provided for once the employee returns his/her old uniform.
  - 3.3. The supply of uniforms will be for the account of the Company, however, should the employee via negligence or carelessness lose the Uniform, that such may be recovered from the employee's salary.
  - 3.4. Proper record must be kept with regards to Uniforms. a Prescribed form must be completed by the assigned company representative and the employee confirming the terms and conditions accordingly.
  - 3.5. In the event that the employee require extra shirts within the 18-month period, that such be for the account of the employee, unless otherwise agreed upon within reason.



IT'S ALL ABOUT YOU!

## BRANCHES

JOHANNESBURG  
RUSTENBURG  
NEWCASTLE  
PORT ELIZABETH

POLOKWANE  
BLOEMFONTEIN  
DURBAN  
CAPE TOWN

KLERKSDORP  
MIDDELBURG  
RICHARDS BAY  
EAST LONDON

NELSPRUIT  
KURUMAN  
KIMBERLEY

ADD: P.O. BOX 3547  
POLOKWANE, 0700  
REG NO: 2009/004805/07  
VAT NO: 451 018 0344

NATIONAL NUMBER: 0861 379 542

WWW.EPX.CO.ZA

- 3.6. Suitable with the shirts & jackets provided for - Long pants, skirts and dresses are for the account of the employee, within the following colour scheme: Blue/Navy, Black, Red & Crème/brown colours.
- 3.7. Bright/neon colours are not accepted. For example, wearing yellow pants with a company shirt or a bright pink floral dress. The Company's dress code policy dictates a professional, conservative attire.
- 3.8. **Friday's:** All employees may wear the golf shirt provided for with their preferred pants/skirt. Dresses are allowed on a Friday, however, please stick to the colour code of the business (Black, Blue's, Reds and Browns are acceptable)
- 3.9. E.P.X Beanie's and Caps are allowed as prescribed and showed on the images attached to this policy. Please refrain from wearing any other brands during business hours. Other accessories not fitting with a professional/conservative attire are respectfully declined.

### **Attachment: Forms**

New- and return uniform documents to be completed.