



SULTAN HANAFI ROYAL SCHOOLS

DRESS CODE POLICY

1.0. PURPOSE

- 1.1. To establish a standard policy on dressing for different categories of staff of SULTAN HANAFI ROYAL SCHOOLS
- 1.2. To outlines how SULTAN employees are expected to dress to work. Employees should note that their appearance matter when representing our schools, before students, parents, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our schools and culture.
- 1.3. To ensure all staff of SULTAN maintain an appearance that is clean, decent, professional, bearing in mind the need for safety and in conformity to the needs and requirements of their designated area of work.

2.0. SCOPE

- 2.0. This policy shall be applicable to all SULTAN staff who are employed as permanent staff, contract staff or other forms of employees.

3.0. POLICY

- 3.0. A respectful workplace is required to have a dress code policy which shall guide and regulate the dressing patterns of all her employees. This policy is hereby set out for strict compliance of all SULTAN employees at all levels. The compliance level shall be monitored by the Administrative office, and all Heads of departments. Non compliance shall be sanctioned as appropriate.

3.1. POLICY ELEMENTS:

These dress code rules shall always apply:

- a. In view of the nature of our business, all male employees may appear in casual corporate wears, this include corporate shirts and pants (not jeans, chinos are acceptable), caftan and cap to fit. For women, comfortable wears which covers all parts of body shall be wore to work every day. Such dresses shall include Suit for men, Shirt & Trousers with a tie to match.
- b. Drivers, sanitary officers must wear their uniforms from Mondays to Fridays.
- c. All employees must be clean and well-groomed. Grooming styles dictated by religion are not restricted, but must be worn appropriately.

- d. Casual wear such as jeans, tee shirts and “flip-flop” slippers etc. will not be worn in the school premises from Mondays to Fridays.
- e. All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not allowed
- f. All clothes must project professionalism. Clothes that are revealing or inappropriate are not allowed.
- g. All clothes must be clean and in good shape. Discernible rips, tears or holes are not allowed.
- h. Employees must avoid clothes with stamps that are offensive or inappropriate

4.0. RESPONSIBILITIES

- 4.0. All staff must dress formally all days
- 4.1. Any staff may choose to wear formal or casual dresses on Fridays.
- 4.2. All heads of departments are required to report non-compliance to the Administrative department. Failure with which the concerned HOD will be held culpable.
- 4.3. The Principal/VP Administration shall appropriate sanctions to erring staff.

5.0. DISCIPLINARY CONSEQUENCES:

This policy is a commitment to resolve all dressing issues within the company.

- 5.0. Failure to comply with this policy shall attract verbal warning at the first instance.
- 5.1. Written warning shall be issued to an employee who had earlier been issued verbal warning.
- 5.2. Confirmed incorrigible attitude by any staff shall attract suspension without pay.
- 5.3. Employees may face more severe consequences up to and including termination of employment, if their appearance causes irreparable damage, like loss of a pupil

6.0. CONCLUSION:

The correct and final interpretation and implementation of this policy is the sole responsibility of the Principal/VP Administration

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REVIEWED BY	AbdulwasIU Adebayo Oladele (Principal)
APPROVED BY	Zakariyah Olanrewaju Anofi (CEO)
DATE OF NEXT REVIEW	July 2025