

<b>POLICY ON SATURDAY DRESS CODE</b>
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**Effective Date:** 15<sup>th</sup> January 2025

To promote a professional and comfortable environment, the following policy outlines the dress code for Saturdays at ALIMs School of Business:

**1. General Guidelines:**

- The mandatory wearing of the full set suit is not required in Saturdays.
- Staff and students are permitted to wear decent casual attire.

**2. Permitted Attire:**

- Clean, neat, and properly fitted casual clothing. ○ Jeans, trousers, and modest tops/shirts without offensive graphics or text.
- Traditional or cultural attire that is appropriate and professional.

**3. Prohibited Attire:**

- Clothing with pictures, slogans, or logos that may be deemed inappropriate or offensive.
- Baggy pants, net dresses, sleeveless tops, or dresses that do not meet modesty standards.
- Any attire that is torn, excessively tight, or revealing.

**4. Special Occasions:**

- If there is a pre-determined official program or event scheduled on a Saturday, all staff and students are required to wear their full set suit, as on regular working days.
- Notification of such events will be provided in advance.

**5. Compliance:**

- All staff and students are expected to adhere to this dress code policy. ○ Failure to comply with the dress code may result in appropriate disciplinary action, as outlined in the institute's rules and regulations.

**6. Review and Updates:**

- This policy is subject to periodic review and may be updated as needed. Suggestions and feedback can be directed to the Operation and HR Department.

We appreciate your cooperation in maintaining a professional and respectful atmosphere within the institute. Thank you for upholding the values and standards of ALIMS School of Business.