



**P/A Bazeley Bridge Mutare, Zimbabwe**

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# Dress Code Policy

All Mwashita Academy employees are expected to maintain a professional image and it is Mwashita Academy's intent that work appearance should complement the Academy's environment and reflect an efficient, orderly, and professional organisation. In the interest of presenting a professional image, all employees are to observe good habits of grooming and personal hygiene. This policy is intended to define appropriate appearance during normal business operations. Each site at the school ie KDC, sports ground, classrooms etc, may have a specific dress code policy as it pertains to daily activities, location and/or type of environment; however, there are some items and styles that are inappropriate and should not be worn at any time, which include:

- Tight and revealing clothing, low-cut, see-through clothing or separates that expose the midriff
- Spaghetti straps/backless clothing, tank tops,
- Skirts, dresses, or shorts shorter than fingertip length (hands relaxed at sides of body)
- Clothing printed with unprofessional slogans and/or logos
- Any clothing that is distracting to the school environment

This is not an all-inclusive list. Since styles change, it is not possible to include examples of all items that would be unprofessional; thus, management reserves the right to determine appropriateness. Employees are expected to exercise good judgment and discretion in their choice of attire. Supervisors may give additional dress code exemptions to staff for special assignments. Employees who violate the dress code policy and appear for work inappropriately dressed may be sent home and will not be compensated for the time away from work unless they choose to use paid time-off. Any questions regarding this policy may be directed to the Principal.

**Adoption of Policy**

Policy adopted on: 2<sup>nd</sup> June 2022 by the Board of Directors and signed off by

Dr. Weston Mwashita

Designation: Executive Chairperson and Founder

Signature:



Representing the Board of Directors

<b>Date of Review</b>	<b>2<sup>nd</sup> June 2022</b>
<b>Date of next whole policy review</b>	<b>June 2023</b>