



The purpose of this document is to provide information about what Barko considers appropriate work clothes and the expectations of employees to display a professional image.

Barko Dress Code

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1. Purpose of this policy

This policy provides information about what Barko considers appropriate work clothes and the expectations of employees to convey a professional image at work.

The appearance of employees contributes to our reputation and the development of our company. Therefore, Barko always expects that employees dress neatly and appropriately and that they maintain adequate personal hygiene. As representatives of Barko, employees must adhere to the dress code policy.

It is anticipated that minor breaches of the policy will be dealt with as informally as possible. However, any employee who disregards these rules will be subject to disciplinary action.

In serious cases, where an employee's appearance is, in the company's view, unacceptable, the employee will be required to return home to change.

1.1. Summary

In the past, wearing Barko uniform was compulsory for all employees. Since we are anticipating becoming a Mutual Bank and investing into the changes required, the following cost-saving measures will be implemented:

- The Barko Uniform will **no longer be compulsory at the Pretoria Head Quarters, Pretoria North Offices and Lydenburg Service Department Offices.**
- The wearing of Barko Uniform will **remain compulsory for the following groups:**
 - All employees working at branches;
 - Reception and cleaning teams at branches and Head Quarters; and
 - All other client-facing positions and interactions (including representing Barko at any training, presentation or when contracting with vendors).
- Wearing of Barko Uniform will become compulsory when someone is required to do so by HR or by a direct manager.
- Although not compulsory, we welcome employees to continue wearing the Barko uniform.
- We still strive to be excellent and professional and therefore the below guidelines apply.

This policy serves as the latest policy and replaces all previous uniform policies.

1.2. Policy Target Audience

This policy applies to all employees at Barko. This policy consists of two sections:

2. Dress Code Guidelines at Pretoria Head Quarters, Pretoria North Offices and Lydenburg Service Department Offices applies to employees situated mainly at Pretoria Head Quarters, Pretoria North Offices and Lydenburg Service Department Offices.

3. Uniform Dress Code at Branches and Client-facing Employees applies to employees situated in branches and client-facing roles as outlined in 1.1.



1.3. Accommodation

If the dress code policy is offensive to you in any way, please contact the human resources department at hr@barko.co.za.

2. Dress Code Guidelines at Pretoria Head Quarters, Pretoria North Offices and Lydenburg Service Department Offices

The company urges employees to use common sense and sound judgment when it comes to selecting their work attire. When in doubt, rather dress more formal. To assist you, here are a few broad guidelines to follow:

- All clothing should be neutral colours, excluding white.
- Plain clothing display more neatly, refrain from items with too much print on them.
- Clothing with slogans or sayings on it is not allowed.
- Dress and/or skirt length not to be shorter than 4 fingers above the knee.
- No low halter / sleeveless tops or tops exposing any cleavage.
- No underwear can be revealed. Underwear colour to match garment.
- No sweatpants, oversize sweat tops or activewear.
- Clothing should be the appropriate size.
- All clothing should be clean, ironed and in good shape. Refrain from wearing clothes that have tears, rips, or holes, even if it is the current fashion.
- All employees should maintain an acceptable level of personal hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- We allow staff to wear jewellery, but we urge that staff please remove visible body piercings during work hours.
- The company has no policy against visible tattoos at any Head Quarters office but urge staff to cover these where possible and practical when dealing with clients and vendors.

Kindly note that the assessment from Human Resources regarding the appropriateness of clothing and the implementation of the dress code is final and employees will be sent home should they not adhere to the policy requirements.

2.1. Examples for Men's Clothing:

A jacket or blazer combined with chinos/jeans, or a collar / buttoned /Golf shirt with elegant shoes. Comfortable footwear will be allowed, such as sneakers, as long as they are in line with our professional dress code and not overly bright or flashy. No short pants, T-shirts, or flip-flops.

2.2. Examples for Women's Clothing:

Our dress code requires women to wear professional attire including blouses, shirts, button-downs, dress pants, and dark-wash jeans. Polished, practical footwear is expected, please avoid sneakers that are overly bright or flashy and informal sandals such as flip flops.



3. Uniform Dress Code at Branches and Client-facing Employees

All employees at branches and in client-facing roles are required to always look professional and to wear the Barko uniform when at work.

3.1. Uniform Dress Code and Policy

Clothing:

- You are permitted to wear navy blue or dark colours whilst you wait for your uniform order/s and or are unable to wear the approved uniform for valid reasons shared with your line manager or HR.
- All clothing should be clean, ironed and in good shape. Refrain from wearing clothes that have tears, rips or holes.
- Undergarments should be appropriate and not visible underneath the uniform.
- Only navy, black or clear pantyhose/stockings allowed.
- Should you prefer to buy your own Navy pants, it must be the precise navy like the approved uniform listed on all Uniform Order forms. Kindly note that it must be the "classic fit". No other style will be allowed.
- Shoes should be appropriate for work, professional and clean.
- **Only necessary alterations** are allowed to enhance the tailored appearance of uniform. Please avoid shortening the length of the approved uniform.
- Should you wish to make specific alterations to your uniform and are unsure of the changes you wish to make, please speak to your line manager.
- Staff are allowed to wear jeans on Friday's and Saturday's. Jeans should be dark blue or navy, no skinny, bleached, ripped jeans are allowed.

Personal Hygiene:

- All employees should maintain an acceptable level of personal hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Nails need to be clean and short, and if any nail colour/extensions are used then these need to be done in moderation.

Jewellery and Accessories:

- Hair should be clean and neat and if any hair colour is applied to your natural hair, hairpiece, and hair extensions - it should be used in moderation. If you are unsure of the level of moderation, please speak to your line manager.
- Only 'natural' hair colours allowed when colouring your hair. Avoid blue, pink, purple colours or stripes.
- Only navy, black, dark brown and dove grey hair accessories and head scarfs are allowed.
- Please wear jewellery that looks professional. Preferably gold, silver, navy or black or other earrings that do not draw too much attention.
- Only the yellow and blue BFS scarves will be allowed.



3.2. Name Tags

- All employees must wear a name tag.
- Name Tags need to be placed on the right-hand side.
- If your name tag is not in a good condition anymore, then you must complete a stock order form and send it through to Charlot as well as your name tag that you want to replace.
- No name tag order will be accepted without receiving the old name tag. A name tag needs to be worn until it's no longer in good condition. Only then can you order a new one.

3.3. Uniform Ordering Process

Kindly contact marketing@barko.co.za for the latest *Uniform Order Form* and the ordering process.

4. Conclusion

If you have any questions pertaining to this policy, kindly contact hr@barko.co.za.

