



## DRESS CODE - ADMINISTRATIVE PANEL MEMBER

### PURPOSE

The purpose of this policy is to ensure that all administrative panel members adhere to a dress code which enhances the professional image of the company.

### SCOPE

This policy applies to:

- MHR Administrative Panel Members
- MHR Clients
- MHR Office Personnel

Locum doctors, ambulance personnel and pharmacy personnel are excluded as their dress code is determined/prescribed by the client.

### DEFINITION

Term	Description
<b>Flip flops (Plakkies)</b>	Flip flops are a type of sandal, typically worn as a form of casual wear. It consists of a flat sole held loosely on the foot by a Y-shaped strap known as a toe thong that passes between the first and second toes and around both sides of the foot or can be a hard base with a strap across all the toes.

### POLICY STATEMENT

This policy sets standards for MHR's business attire and professional image. All parties specified in the scope to adhere to the standards specified in this policy.

### STANDARDS FOR CORPORATE ATTIRE AND PROFESSIONAL IMAGE

- It is the panel member's responsibility to ensure that garments and shoes are well maintained. Loose seams and hems, missing buttons, and stained or smelling garments detract from the company's professional image.
- Uniform/outfit must be clean and neat.
- Skirts and dresses may not be shorter than knee length.
- Shirts/blouses should not be longer than jackets/jerseys.
- When wearing shoes with heels, pants/slacks should be short enough that the hem does not drag on the ground, but long enough that the pants/slacks graze the top of the shoe in the front.

- The following are not permitted:
  - T-shirts or strappy tops
  - Tight-fitting clothes
  - See-through blouses
  - Crocks or flip flops
- Female panel members are allowed to wear a white camisole under a white shirt.
- Shoes should always look professional.

#### **Female administrative panel members to wear the prescribed uniform below:**

- The following MHR uniform items are available at MHR offices at subsidised rates (unless indicated otherwise):
  - 3/4 suit top
  - Dress
  - Pants
  - Pencil skirt
  - Formal jacket (**\*\*This item is not subsidised**)
  - Fleece jacket in the winter season (*To be removed on entering the department/ facility or as per client arrangement*)
- Alternatively, neat navy or black business attire which compliments the company's professional image as authorised by the MHR Regional Manager. White blouse with black/navy trousers is also allowed.
- OR uniform prescribed by client.
- Black court shoes.
- Navy/black/blackmail stockings.
- Black/navy jersey/jacket in the winter season (*To be removed on entering the facility /department or as per client arrangement*).

#### **Male administrative panel members to wear the prescribed uniform below:**

- The following MHR uniform items are available at MHR offices at subsidised rates:
  - Shirt (Long/Short Sleeve)
  - Trousers
  - Fleece jacket in the winter season (*To be removed on entering the department /facility or as per client arrangement*)
- Alternatively, neat white shirt with black/navy trousers as authorised by the MHR Regional Manager.
- OR uniform prescribed by client
- Neat tie
- Professional black shoes with black/grey socks.
- Black/navy jersey/jacket in the winter season (*To be removed on entering the facility/department or as per client arrangement*)

#### **MHR name badges**

- Must be worn at all times during working hours.
- Must be clean and placed on the left side of the chest.
- May not be decorated with any items or stickers.

**Accessories**

- Jewellery should enhance the company's professional image and should be kept to a minimum.
- Female panel members are allowed to wear one pair of discreet earrings.
- Male panel members are not allowed to wear earrings while on duty.
- Nose, eyebrow or tongue rings/studs are not permitted unless special dispensation has been granted by the department manager, who will deal sensitively with religious and cultural requirements.
- Head scarves (Muslim employees) in complementary uniform colours and Yarmulke's (Jewish employees) are permitted.

**Hair**

- Hair must always be clean and neat.
- Avoid hairstyles that need constant adjustment.
- Hair accessories should enhance the company's professional image.
- Hair longer than shoulder length should be tied when working in reception areas of healthcare facilities.
- Male panel members should be clean-shaven, or if they have a beard and/or moustache, it should be kept clean and neatly trimmed.

**Nail and Skin Care**

- Nails must be clean, short and neat.
- Nail varnish is acceptable provided that it is neatly maintained and a complementary colour.
- Panel members must ensure that their make-up complements their skin tone.
- Panel members with art (tattoos) on their body who are working with panel members/clients should select a uniform/attire that will cover such body art during working hours.

**Body Odour**

- Panel members should at all times be aware of their body odour and the smell of their breath. Panel members should try and freshen up after lunch.
- Panel members, who choose to wear perfume, should ensure that it does not cause irritation to fellow panel members or clients.
- All smokers should ensure that they do not smell of smoke.

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**THE ORDERING OF PRESCRIBED UNIFORM**

Panel members who are interested in ordering prescribed uniform needs to visit their local MHR office to complete the following forms:

- Admin uniform order form. Panel members are entitled to request up to three uniform payment installments to be deducted as shifts are worked and according to pay method.
- Authority for salary deduction for the uniform payment to be deducted.

Panel members to familiarise themselves with the uniform order, exchange and return policy.

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**ASSOCIATED DOCUMENTS**

<b>Document</b>	<b>Location</b>
Admin uniform order form	MHR Office
Admin uniform pricelist	MHR Office
Authority for salary deduction	MHR Office
Uniform order, exchange and return policy	MHR Office
MHR Agreement	MHR Office

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