MAS
CHANGE IS COURAGE

ATTIRE GUIDELINES

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1.0 OBJECTIVE

1.1. The MAS dress code is Business Casual for the Executive cadre. Employees are expected to use good judgment and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate.

1.2. Business Casual is the minimum standard that must be observed when you are representing the company or interacting with customers or potential customers. Therefore, employees asked to attend business meetings with clients, either at MAS offices or otherwise, should use their good judgement and dress complementary to the clients.

1.3. Any questions related to the content of this guideline or its interpretation should be directed to the Head of Human Resources within your respective division or business unit.

2.0 SCOPE

These guidelines apply to all executives and above cadre of the company, as well as other parties that may represent it.

3.0 GENERAL GUIDELINES

The General guideline followed by MAS on attire and grooming can be referred to as Business Casual.

Business Casual is defined as follows;

3.1 Casual Shirts: All shirts and formal blouses are accepted. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, camouflage, and crop tops. In specified circumstances, T-shirts can be worn as approved by the company or if they are the SBU approved standard issue; and bearing official company logos and signage. It is important to note that T-shirts issued for special events or company trips are not recommended for work.

3.2 Pants: Casual slacks, cropped pants and trousers are accepted. Examples of inappropriate pants include shorts capris and camouflage pants.

3.3 Footwear: slip-on or tie shoes, stilettos, loafers and dress sandals are considered as appropriate footwear. Examples of inappropriate footwear include beach sandals, flip-flops and crocs.

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The following table can be used to further define appropriate business casual attire.

Appropriate	Inappropriate
• Company t-shirts (standard issue) • Blazers • Short sleeve/ Long sleeve Shirts • Shirts with Chinese collar (mandarin collar) / Nehru collar shirts • Button down shirts • Short sleeved shirts and blouses, with or without collars • Sleeveless shirts, blouses, and dresses • Dresses of appropriate length **(I)** • Ethnic Wear	• T-shirts (other than company t shirt) • Sleeveless t shirts • Exercise or athletic wear including sweatshirts • Polo shirts • Spaghetti strap tops, off-shoulder tops, and halter necks [including for saree jackets and ethnic wear] • Tank tops and midriff baring crop tops **(IV)** • Short dresses **(I)** • Beachwear
• Dark colour/ Traditional Blue Jeans • Slacks / Khakis / Corduroys • Full-length pants • Cropped pants **(II)** • Skirts of appropriate length and slits **(I)** • Jeggings/ leggings with long tops **(III)**	• Exercise or athletic wear including sweatpants • Short skirts**(I)** • Capri pants • Low rise jeans • Jeggings/ leggings with short tops **(III)** • Ripped jeans/ faded jeans
• Boating shoes / Moccasins / Loafers • Oxford shoes/ brogues/ suede shoes • sneakers/trainers • Black/ Brown belts • Stilettos and open back shoes (such as mules and sling backs) • Flats and low heel shoes • Open toe dress shoes • Wedges and Dress sandals	• Crocs • Multi- Colored Belts • Beach wear such as flip flops •

(I) **It is recommended to consider your cultural and environmental sensitivities and ensure that the skirt is of appropriate length.**

(II) **Cropped pants should end just above the ankle and should not be shorter.**

(III) **Blouses/ tops worn with leggings should not be shorter than 3 inches above the knee.**

(IV) **crop tops that are work appropriate and not midriff baring are acceptable [t shirts, casual crop tops not appropriate]**

Note: All shirts and blouses that tend to be transparent must be worn with a slip/ skinny.

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4.0 SPECIFIC REQUIREMENTS

Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by MAS. All Managers and Department Heads should communicate any department-specific workplace attire and grooming guidelines to employees during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the Line Manager or HR department.

5.0 REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS

MAS recognizes the importance of individually held religious beliefs to persons within its workforce. MAS will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues in some departments. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.

6.0 ATTIRE GUIDELINE FOR TRAVEL, CLIENT INTERACTION, AND TRADE SHOWS

6.1 Traveling to see customers, exhibiting at or attending trade shows and representing the company in the business community, may require different decisions about attire.

6.2 Before visiting a customer or potential customer, ascertain the accepted dress code in their organization and match it in your attire. While your business workplace may dress casually or in business casual clothing, workplaces differ across the country and by industry.

For example, the norm in financial services, banking, law firms, and management consulting is likely Business formal. You will minimally want to wear a jacket and tie, nice dress or saree if you are working in these fields.

6.3 Business Formal will also be necessary when you are attending community events. These events might include Chamber of Commerce and other civic or business development meetings, luncheons, and dinners. They could also be meetings with government officials, schools or hospitals. Reach out to other colleagues and teams who have attended such events or meetings before and obtain advice on dress code and protocols. If you are a speaker at a business event, consider wearing formal business attire.

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6.4 This is especially important when you are traveling globally representing MAS or to different MAS locations globally. Dressing in a manner aligned to the customer or client you visit or as commonly practiced in the specific MAS location, helps communicate respect for the client or colleagues you meet.

7.0 CLARIFICATION AND ENFORCEMENT

7.1 This guideline cannot cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing, especially when traveling and visiting customers. If you experience uncertainty about acceptable attire for work, please ask your Line Manager or your Human Resources Department. Your contacts at the client are another source for business attire information.

7.2 If attire and grooming fails to meet these guidelines, as determined by the employee's line manager and HR department, the employee will be asked not to wear the inappropriate item. On a second offense, the employee will be asked to leave the premises and return after having changed.

7.3 If the offence repeats itself, necessary disciplinary action will be taken by the Human Resources and Administration departments.

7.4 It must be noted that any form of bullying or harassment, including comments, jokes or action that makes anyone uncomfortable and creates a hostile work environment, on the basis that an employee is violating the MAS Attire Guidelines, will not be acceptable at MAS. Action relating to the Attire Guidelines will be taken by line managers or HR as appropriate. The Attire Guideline must in no way be used to allow any form of bullying, harassment or discrimination.

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