



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

STAFF DRESS CODE AND APPEARANCE

1.0 POLICY PURPOSE

This policy is aimed at providing a consistent professional appearance to the students, parents, visitors and to our colleagues. The goal is to ensure that we portray a positive image and maintain a professional work environment. Visitors to school must also abide by the points outlined in this policy. The school reserves the right to deny entry into the school if this policy is violated.

2.0 GENERAL STATEMENT OF THE POLICY

Based on the fact that our appearance reflects on the school and on ourselves, this policy consists of two main sections which effects directly on public perception. These two sections are appearance and dress code. Each policy section describes in details in the next section.

3.0 POLICY PROCEDURES

Our employees are expected to present themselves as Noor Al Diyar Private School member by adopting the following:

3.1 Appearance

Appearance at school must be smart and professional. Therefore, the following should be considered:

- Employee should ensure that they are dressed modestly in order to show respect to the local's culture.
- Employees must be well-groomed.
- Employee should avoid unnatural hair colours such as pink, blue etc.
- Employee should be aware that exposed tattoo and body piercings are not allowed.

3.2 Dress Code

3.2.1 These dress code rules always apply:

- All clothes must be work-appropriate. Clothes that are typical for outdoor activities are not allowed.
- All clothes must project professionalism. Clothes that are revealing or inappropriate in any means are not allowed.
- All clothes must be clean.

3.2.2 Suitable for men:

- Can wear coloured, collared button-ups in any solid colour. Conservative patterns such as forms or stripes are acceptable to be worn with or without a tie.
- Conservative ties like dots, stripes or forms.

- Pressed khaki pants, slacks and trousers.
- Shoes should be conservatively coloured oxfords or polished loafers.

3.2.3 Suitable for women:

- Nicely fitted tops, blouses and sweaters.
- Pressed khaki pants, slacks and trousers.
- Traditional clothing like an Abaya.
- Dresses and skirts but should be at knee length.
- Shoes may be comfortable flats, loafers as well as court shoes.

3.2.4 What the policy prohibits:

- Ripped or torn clothing.
- Shorts.
- Denim clothing.
- Jeans pants.
- Skirts/ dress / pants, that are above the knee.
- Sleeveless clothes less than 5 inches.
- low cut blouses.
- T-shirts.
- Revealing or clear shirts.
- Clothing with violent, or racist logos or messages.
- Hats or caps.
- Flip-flops.

3.2.5 Rules of dress code

- The school may change the dress code in specific occasions. For example, employees may be asked to wear traditional clothes for The National Day.
- All employees will be informed about the change in dress code.