

Dress Code Policy

Introduction

For ordinary working days, Epcotec has no dress code. We are a remote-first studio, and most people work from home in whatever is clean and comfortable. Presentation starts to matter in a handful of situations: on camera with clients, in one of our office hubs, on a client's site, or at a work event. This policy covers those situations, and it is deliberately short.

Scope

This policy applies to everyone who works for or represents Epcotec: permanent, part-time, casual and temporary employees, together with independent contractors and labour-hire contractors ("you").

Personal presentation

A reasonable standard of hygiene, grooming and presentation is expected during working hours, whenever you are on camera with clients or colleagues, and at work-related events, including those outside working hours.

What to wear, and when

- **Ordinary remote work.** Dress comfortably. Clothing should be clean and in good condition. That is the whole of the requirement.
- **Video calls.** When clients, partners or candidates are on the call, dress to a sensible professional standard for that audience, usually neat business-casual, and be mindful of what the camera can see behind and beside you.
- **Office hub days.** The same standard as for video calls, adjusted to the day's meetings.
- **Client sites.** Follow the client's standard and any site rules. Where a site requires safety footwear or other protective equipment, wear what the site requires: see the [Personal Protective Equipment \(PPE\) Policy](#).

Footwear should suit the setting: closed footwear in offices and on sites, and site-required protective footwear where a client asks for it.

Body art and piercings are personal expression, and generally welcome. In client-facing settings the only test is content: if the imagery of a visible tattoo or piercing could reasonably cause offence to the people in front of you, use discretion.

Judgement, not a wardrobe list

Rather than cataloguing garments, we apply one test: would this outfit embarrass you in a client's boardroom or in a recorded meeting? Clothing with offensive slogans, logos or imagery is never appropriate when representing Epcotec, and neither is anything unsafe for the setting, such as footwear you could not wear safely through a lab, a plant room or a work site.

Exceptions

Adjustments are available, in confidence, through your manager for:

- pregnancy;

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- a medical condition, illness or injury; and
 - religious dress requirements.

Breach of policy

We would far rather have a quiet word than run a formal process. Where presentation genuinely does not meet the standard, Epcotec may ask you to adjust it, and may decline to bring you to a client engagement or site where the client's standard applies. Repeated or serious non-compliance may lead to disciplinary action, up to and including termination of employment or engagement.

Approved: Eugene Pivnev, Founder & Managing Director, Epcotec

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