

## Dress guidelines

### Overview

At Muckle LLP we take pride in the way we present ourselves to our clients and this applies to the look of our offices, the way we speak and behave and also the way we dress.

We want to allow our team members to work comfortably in the workplace, while also projecting a professional image to our clients. These are some basic guidelines to help you determine what is appropriate to wear for work. This is a general overview and, therefore, we ask that you take a common sense approach to the guidelines set.

### Guidelines

It is not appropriate to wear clothing such as crop tops, mini-skirts, see through material or clothes that expose areas of the body normally covered at work.

Casual jeans, sweatpants, shorts and leggings are inappropriate.

Shoes must be clean and polished. Trainers or flip flops are not appropriate.

Jewellery must not compromise health and safety at work.

Tattoos must be covered so they are not visible.

### Dress-down day

The last Friday of every month is dress-down day. Jeans and other more casual clothing are allowed but you should otherwise remember the guidelines above as you may come in to contact with clients.

### Exceptions and queries

Any exceptions to these guidelines may be agreed for religious, cultural or medical reasons, or for reasons connected to disability or gender. If you would like an exception to be considered, please speak to HR.

If you require any advice on any aspect of our dress guidelines, please speak to your team head or HR.

Reviewed: February 2018

*Please note, this document is not controlled if printed. Any printed documents are for immediate reference only and should be destroyed after use. You should refer to the firm's intranet for the current and controlled version of this document.*

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