

VIAMED Ltd Company Personnel Manual

Section 16. Dress Code

Administration and Sales Staff – Whilst in the office :

Clean, Smart and Conservative. Clothes and shoes should be sensible, taking into account the office environment, and the type of work carried out. Smart Trainers will be allowed but no recreational footwear is to be worn. Feet should be fully covered due to Health and Safety. Non-uniform clothing such as coats, hats etc. are not to be worn whilst at work.

Sales Staff – Whilst out of the office :

Clean, Smart and Conservative, appropriate for the job required e.g. conference, meetings, training or servicing.

Casual clothes should not be worn when visiting Companies, Hospitals or Customers.

Technical Staff – Whilst out of the office :

Clean, Smart and Conservative, appropriate for the job required e.g. training or servicing.

Casual clothes should not be worn when visiting Companies, Hospitals or Customers.

Protective footwear should be worn when dealing with heavy objects.

PPE (Personal Protective Equipment), consisting of Safety Boots, Hi-vis Vest and Hard hat are available if visiting a Hospital/Site under construction.

Technical Staff – While in the Office :

Clean and Smart clothing to be worn. Due to the risks posed by solder and glue etc shorts are not to be worn. Also loose and trailing clothing must be avoided to prevent accidents with machinery, long hair must be tied back.

Shoes must be sensible, smart and appropriate for use within the company. Smart Trainers will be allowed but no recreational footwear is to be worn. Feet should be fully covered due to Health and Safety. Non-uniform clothing such as coats, hats etc. are not to be worn whilst at work.

Spare uniforms and employees own clothes, shoes and belongings are to be kept in the provided lockers. Protective footwear should be worn when dealing with heavy objects.

Uniforms, lab coats and aprons will be provided upon request to those not already issued with them.

In addition to health & safety due care and attention must be taken to protect uniforms from unnecessary damage due to spillages of substances such as glue and silicone. The blue lab/workshop coats should be worn over the uniform in order to protect the uniform. As an alternative the supplied white apron can be used. Negligent damage to uniforms may incur salary deductions in order to cover the cost of replacements.

Additional Health and Safety items will be made available upon request, please see a director for these.

Stock Control / Goods In / Goods Out Staff :

Clean and Smart clothing to be worn. Appropriate for the job required. Shoes must be sensible and smart, protective footwear to be worn where appropriate.

Uniforms and protective footwear will be provided upon request to those not already issued with them.

Should the dress codes not be adhered to, personnel will be asked to take corrective action immediately. Any time taken in doing this may incur deductions from wages, on a per hour basis. Non-conformance with the required dress code may also incur disciplinary procedures.