

INTERNSHIP DRESS CODE

DRESS CODE/DEPARTMENT

Dress Code

1. Students must wear their uniforms at all times except when specified by the company.

FEMALES

Black A' line skirt or tailored pants (no slacks or jeans; skirts should not be too tight or short)

Black closed-toes shoes that is suitable for the area of work

White shirt blouse or jackets

MALES

Black tailored pants (no jeans, no low rider pants); plain leathered belt (Black)

Shoes same as above.

Note: The Company reserves the right to dismiss students who do not conform to the Uniform Policy.

2. Females- Avoid loud hair colours and large earrings
Males- Earrings are not allowed

The wearing of name tags is mandatory for all students

DEPARTMENT ON THE JOB

1. Arrive at work at least thirty (30) minutes before the start of your shift.
2. Avoid Excessive communication with school mates or other individuals during work hours
3. once your work shift has been completed make every effort to leave the compound unless approval is given by your supervisor/manager.
4. Notify supervisor in a timely manner if you will be late or absent from work.
5. Be polite and respectful to team members and supervisors at all times
6. Be flexible and approach your work task with an open mind