

Dress Code Policy

This Dress Code Policy applies to all employees, officers, personnel and directors [Employees] of JBM Power.

JBM is committed to both providing a safe work environment and conducting its business with utmost professionalism. Accordingly, this Policy sets out how Employees are reasonably expected to dress in the workplace in the interest of safety and professionalism, respectively.

1. Office Attire

- 1.1 This section 1 applies to Employees whose primary place of work is situated within JBM offices [Office Employees].
- 1.2 Office employees are expected to dress business casual. Business casual encompasses a mixture of comfort of casual wear with business professional attire. Business casual can include JBM issued business shirts, polo tops, buttoned shirts, blouses, knitwear, trousers, pantsuits, skirts and dresses of appropriate length in the context of public space.
- 1.3 Where Employees are required to attend meetings with customers, clients or prospective customers or clients, it is expected that Employees will adhere to a higher standard of dress and wear appropriate business attire.
- 1.4 As applicable from time to time, casual wear may be permitted in the workplace, subject to the approval of management.
- 1.5 When entering the workshop, Office Employees must wear safety boots and hi-vis vests.

2 Workshop Attire

- 2.1 This section 2 applies to Employees whose primary place of work is situated within JBM workshops [Workshop Employees].
- 2.2 Workshop employees are expected to wear protective clothing, such as long-sleeved shirts, pants and safety boots. These should be kept in a safe and presentable manner and comply with JBM's Personal Protective Equipment Policy, as applicable.

3 Uniforms

Office and Workshop uniforms are issued upon the successful completion of an employee's probationary period. For Office these include office shirts, shoes and hi-vis vest. For Workshop these include hi-vis long sleeved shirts, pants. Until a uniform is distributed employees are required to dress as per sections 1 and 2 applicable to their work environment. Uniforms are replenished based on wear and tear and may be requested from the HSEQ or Admin department. All issued uniforms should be recorded by issuing party.

4 Meetings while working from home

JBM appreciates that Employees working from home may choose to wear comfortable clothing of their choice while undertaking work duties. Notwithstanding this, where Employees working from home are attending meetings which they will appear by video camera, Employees are required to be well presented and in business casual attire, as described in section 1 above. Where video calls involve clients and customers, or prospective clients and customers, Employees must dress in accordance with subsection 1.3.



Mile Belevski
General Manager
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