



BG dress code

FEBRUARY 2024





Dress and appearance

BG Private is a professional organisation and it prides itself on appearing professional at all times. This professionalism is reflected in the presentation of all employees. Dress and appearance must be neat, clean and appropriate to the individual's duties and client commitments on the day. Excessive body piercings are not acceptable and must be removed.

First impressions are very important in influencing people's opinions and your appearance contributes to this. This includes whilst at work and/or where you are representing the firm. Reception and those presenting the face of BG Private directly to clients must wear appropriate attire for the role they are conducting.

When meeting clients in the office or visiting a client's premises staff are required to maintain the firm's image by dressing appropriately subject to client expectations e.g. when meeting corporate clients, business suit and tie for males and suits or tailored dresses or trousers for females.

Business attire is required of all staff members.



Business attire

Men:

- Suit (matching trousers and jacket)
- Business shirt and tie (generally a tie is not required to be worn in the office unless meeting with clients)
- Business shoes (clean and polished) and socks (happy socks or dark socks, avoid sports socks)
- You are required to bring with you each day a suit jacket in the event that a meeting with a client or other external party is scheduled

Women:

- Suit (skirt or full length trousers) or tailored dress of a reasonable length
- Business shirt, blouse or knitted top
- Court shoes, boots or dress sandals with a heel strap



Casual wear

Casual wear means a neat and tidy appropriately coordinated outfit for a work day. Each Friday you can dress in casual wear. If you choose not to wear casual dress on Fridays, you are required to wear business attire.

Men:

- Shirts with collars, polo tops or a smart uncollared t-shirt
- Trousers, chino pants or smart denim
- Blazers or jackets
- Shoes, clean sneakers or canvas shoes

Women:

- Shirts, blouses, skirts and dresses of reasonable length
- Full length trousers, pants or pant suits
- Jackets
- Court shoes, boots or dress sandals with a heel strap



For Today,
Tomorrow
& Beyond.

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