

ADNOC GROUP DRESS CODE GUIDELINES

INTRODUCTION

- **ADNOC Group** recognizes that all employees act as representatives of the organization and therefore expected to promote the culture, heritage and traditions of the United Arab Emirates.
- As part of ADNOC Group Code of Conduct, how employees dress when working for the ADNOC Group is one way of demonstrating respect for one another. Employees are to adhere to these Dress Code Guidelines at all times when representing ADNOC. Visitors to ADNOC Group premises are also expected to comply with these Dress Code Guidelines.

PURPOSE & SCOPE

- Provide **direction to all Employees** and **visitors** on what is considered **Appropriate Business Attire** when on ADNOC Group company premises or representing the ADNOC Group, either during Work Days or Rest Days.

GOVERNING PRINCIPLES

- It is ADNOC employees' responsibility to promote a professional and positive image of the ADNOC Group.
- In case of any violation, the Employee will be subject to disciplinary action in line with the Code of Conduct and ADNOC Group Disciplinary Policy.

EMPLOYEES APPEARANCE

GENERAL

- Employees should maintain a decent and professional appearance.
- Company ID card should be displayed all the time.



MALE

- Employees and visitors should be trimmed and neatly groomed.



FEMALE

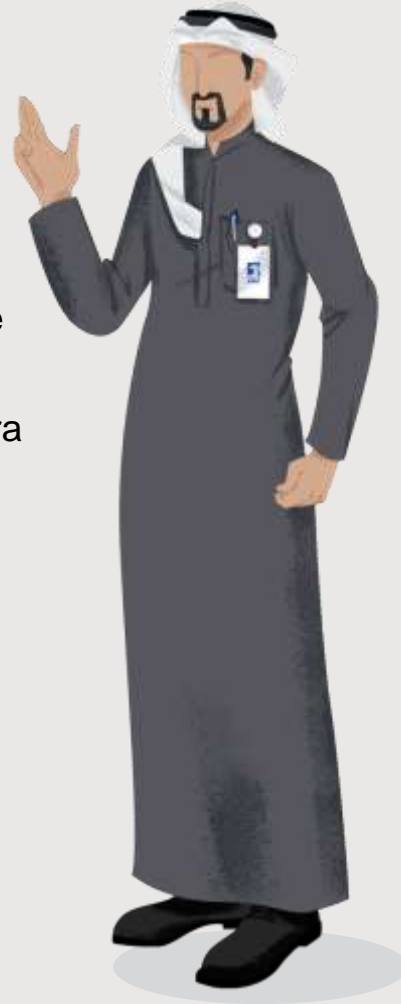
- Appropriate and modest business dress should be worn.
- Make-up, perfume and accessories should be moderate (not attractive).
- Facial piercings, other than those on the ears or those that conform to cultural norms, are not allowed.



MALE ACCEPTABLE ATTIRE

UAE NATIONAL

- UAE National (kandora, ghutra and eqal) dress in the familiar colours.
- A jacket on top of the kandora is allowed.
- The national dress of the respective GCC countries may be worn.



NON-UAE NATIONAL

- A business suit (a jacket, pants, shirt and tie), in normal colors.
- Wearing a jacket is not mandatory but shall be worn when attending high-profile internal meetings, and meetings with external delegations, or representing ADNOC outside company premises.



FEMALE ACCEPTABLE ATTIRE

UAE NATIONAL

- UAE National dress (Abaya & Sheila). Sheila should be worn.
- The abaya should be loose fitting, with moderate decorations.
- The clothing under the abaya should be long, non-transparent and loose-fitting.



NON-UAE NATIONAL

- Formal business dress.
- Loose-fitting and modest clothing.
- Shirts and blouses must have sleeves, which fall below the elbow.
- Skirts and dresses should cover the knees when seated.
- Females who wear the “Hijab” can wear a head scarf with basic/light colours.
- The UAE national dress may be worn.



UNACCEPTABLE ATTIRE (MALE & FEMALE)



OPERATIONAL SITE ATTIRE

- Employees who work at the operational Sites or Employees who are visiting the Sites should **follow the HSE rules** and wear the specified industrial clothing and other personal protective equipment as advised by the Site management.



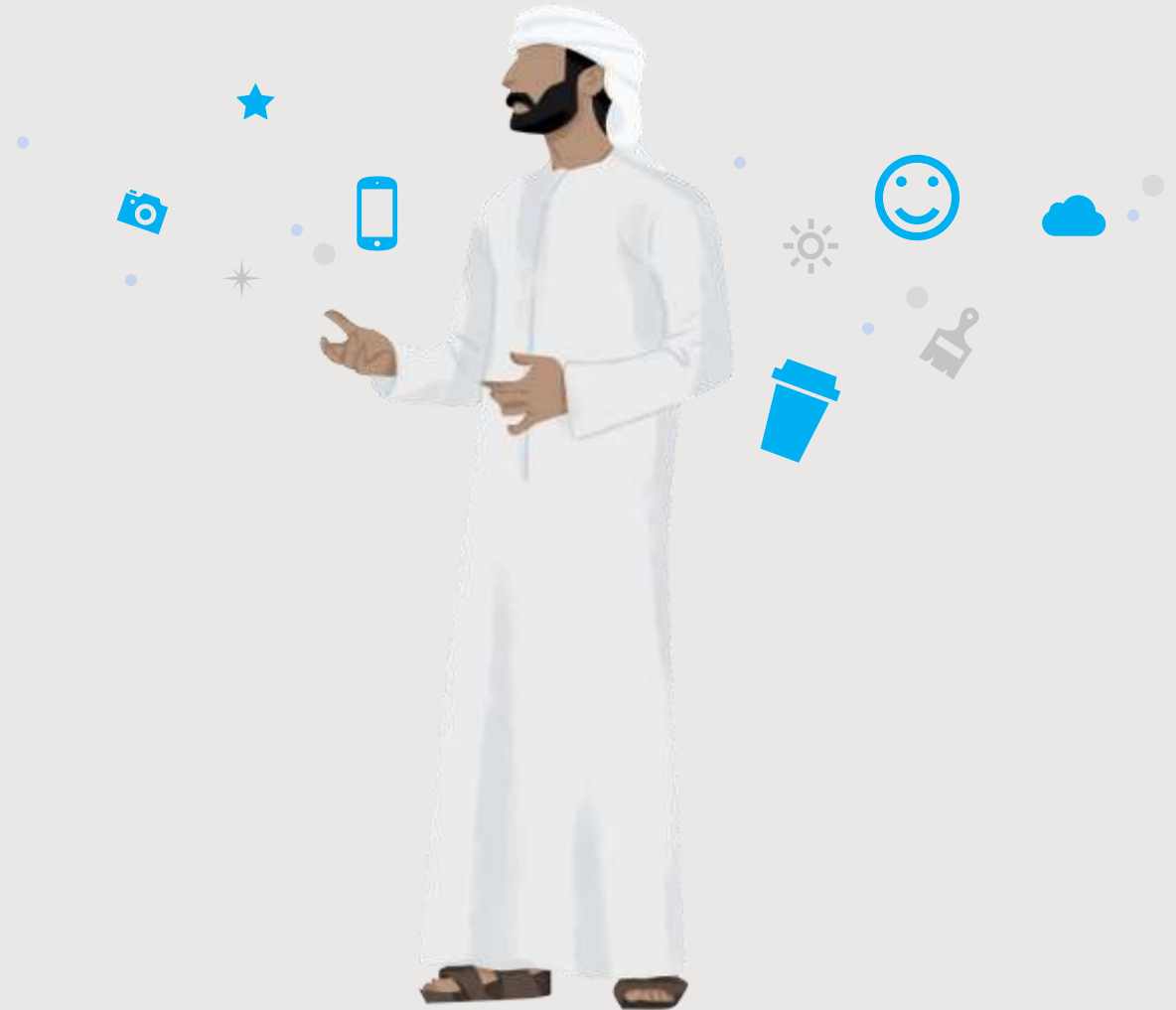
GYMS/HEALTH CLUBS LOCATED IN COMPANY FACILITIES

- Sports attire should only be worn inside the gyms and health clubs.
- Employees and gym employees passing through the lobby, when going to or leaving gyms should observe the following:
 - **During** Official Working Hours, either Business Attire or modest sports attire (track suits or training suits) must be worn.
 - **Outside** Official Working Hours, including on Rest Days, appropriate sports attire may be worn.
- When special events or meetings are being held in the lobby. Employees leaving the gym and passing through the lobby are expected to wear appropriate Business Attire.



REST DAYS, PUBLIC HOLIDAYS & UNOFFICIAL WORKING HOURS

- Smart casual outfit will be accepted during these hours.
- For UAE Nationals, hamdaniya will be accepted.
- When special events or meetings are being held in the lobby, Employees passing through are expected to wear appropriate Business Attire.



VISITORS & CONTRACTORS

- Representatives of the military, police, vendors and other service companies are allowed to be in their formal uniforms.
- Visitors are allowed to wear hamdaniya, if visiting the help desks located in the car park areas or located outside the main offices or the main operational Sites.
- Visitors may be prevented from entering ADNOC Group offices if they fail to comply with ADNOC Dress code standards.



ROLES & RESPONSIBILITIES

EMPLOYEES



- Adhere to the Guidelines.
- Ensure that invited visitors are aware of the Guidelines, and inform them in advance to comply.
- Avoid clothing or items that may cause safety hazard in the workplace.
- For Site Employee's, to regularly check their uniform and ensure that it remains in good condition. The Site Employee should report any concerns to their Line Manager promptly including requests for replacement of uniforms.



LINE MANAGER

- Ensure their Employees' awareness of the Guidelines.
- Ensure that their Employees comply with the Guidelines.
- Highlight to their Employees any violations of the Guidelines.
- Issue disciplinary action when their Employees fail to comply with the Code of Conduct, in line with the Company's disciplinary procedures.



CORPORATE SECURITY

- Review the Guidelines as and when required.
- Ensure the implementation of the Guidelines for visitors.
- Report any Dress Code Guidelines violations of Employees to their concerned Line Manager.
- Provide the required training for the ADNOC Group company's security personnel on the protocol of handling such violations.

THANK YOU