



Severn Group

Dress For Your Day Guide

FEBRUARY 2023

The Approach

This Guide is designed to empower you to select the appropriate dress for your schedule each day. While Dress for Your Day is intended to be relaxed when you have a workday that does not involve meetings with customers and other external contacts (either in an office or externally) the expectation is that we will all nevertheless wear appropriate clothing. Everyone should maintain a standard of dress and appearance to present a professional image which is appropriate for their day.

In the Office

Our dress and appearance should present a smart and professional image and you should consider what is appropriate for the work you have on that day. Smart casual clothing, including denim, may be considered appropriate depending on your schedule. Examples of attire that would not be considered appropriate include clothing with slogans or images which may be considered offensive or clothing that is revealing and otherwise inappropriate in the workplace.

For Customer Meetings

The impression we create for our customers is of the utmost importance at Severn and part of this impression is the way we present ourselves to them when we meet. For meetings with customers and others (either in our offices or externally) the guiding principle is that you should dress in a way that customers attending the meeting would expect. Certain customers may expect you to present yourself in business attire such as a suit when attending meetings with them.

Roles that Require Uniform

If you are required to wear a uniform you must ensure that you do so during working hours, unless advised otherwise by your manager. If you occupy a role that requires protective clothing you are required to wear this clothing whilst carrying out your duties.



Customer



Integrity



Accountability



Excellence

The Approach

Equality, Diversity and Inclusion

We promote and embrace the diversity of cultures and religions and will take a sensitive approach when this affects dress, appearance and uniform requirements. If you require any reasonable adjustments to this Dress For Your Day Guide please discuss them with your manager and HR.

Process

This guide is deliberately not prescriptive in order to provide managers with the latitude to implement local practices, as they are appropriate, whilst remaining within the principles of this guide.

Your manager has final discretion if your personal appearance or dress is considered unacceptable and you may be required to change into more appropriate attire.

This guide is non-contractual, and the Company reserves the right to update it at any time.

This guide should be read in conjunction with the Code of Conduct, Disciplinary and Grievance Policy and Equality, Diversity and Inclusion Policy. All Severn Group Policies can be accessed on the Policy Hub of the Groups' SharePoint site.





At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



Customer



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SEVERN
Superior Valve Engineering