

Dress and presentation

Our dress codes are designed to enable you to work comfortably and project a professional image for our customers, potential employees, and visitors. These guidelines will help you determine what's appropriate to wear to work at TechnologyOne.

What are the dress codes?

Depending on where you work and what you do, one of the following dress codes will apply:

Dress code	When	What
Corporate Attire	Meeting with customers or candidates, attending customers' sites or working on reception	<ul style="list-style-type: none">• Business suits, business shirts and tie• Business skirts, dresses, and skirted suits• Dress shoes
Business Casual	In the office and not meeting with any external people.	<ul style="list-style-type: none">• Smart casual shirt, such as a polo shirt, short-sleeve business shirt or blouse• Business shirt without a tie• Casual shoes in good condition• No jeans
Company Casual	In the office and not meeting with any external people.	<ul style="list-style-type: none">• TechnologyOne shirt options with jeans, trousers or skirt
Total Casual	During the working days between Christmas Day and New Year's Day, and on other spontaneous dress-down days nominated by TechnologyOne	<ul style="list-style-type: none">• Smart casual clothes. Jeans may be worn with shirts other than the company shirt options

Are there any exceptions?

Yes, there are a few exceptions:

1. When you're working on a customer site, you're expected to wear corporate attire at all times, even if the customer has a casual dress policy. The only exception is when you're invited to participate in dress-down days at customer sites in association with their fundraising or charitable activities.
2. Our receptionists are provided with a uniform.
3. People involved in our sales promotions are provided with specific attire as required and as directed by Marketing.

How do I order more TechnologyOne shirts?

You can place an order for TechnologyOne shirts and other merchandise at the [TechnologyOne Store](#). Select from a range of colours, purchase online and we'll deliver to your office. Simple!

Is company branded clothing tax deductible?

Corporate branded clothing and the laundering of corporate branded clothing cannot be treated as tax deductible items.

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What's appropriate and what's not?

No dress code can cover all contingencies. You're expected to use good judgment and to show respect for your co-workers by dressing in a manner that's presentable and appropriate. Regardless of the dress code, your personal grooming must be clean and neat. The table below will help you decide what is and isn't appropriate:

Appropriate	Not appropriate
<ul style="list-style-type: none">➤ Ties➤ Polo, collared, knit or golf shirts➤ TechOne logo wear➤ Short-sleeve blouses or shirts➤ Blazers & sport coats➤ Jackets or sweaters➤ Trousers, chinos, capris, khakis or corduroys➤ Deck shoes, moccasins, loafers, sneakers, boots➤ Casual, flats, open-back shoes➤ Athletic or walking shoes in good condition➤ Dress heels➤ Limited visible body piercing	<ul style="list-style-type: none">➤ Denim, except with a TechnologyOne shirt➤ Jeans with holes or tears➤ Shorts➤ Casual ¾ pants➤ Mini skirts➤ Revealing clothing➤ Shirts with writing (other than TechOne logo)➤ Sun/beach dresses➤ Spaghetti-straps➤ Exercise wear➤ Thongs / flip-flops➤ Clogs / crocs➤ Tattoos (to be concealed)

If you're unsure about what's appropriate, ask your Buddy, your leader or your [People & Culture contact](#).