

Dress Code

December 2023

Quilter

General

Our policy empowers colleagues to select comfortable, appropriate clothing for your daily schedule. What is considered appropriate to wear will be dependent on your role and the interaction you have with customers, internal stakeholders, or external visitors. Our guiding principle is that you should dress in a way that Quilter or those that you interact with would expect. Whether you are working on or off-site, or engaging with others remotely via Teams, always remember to be respectful of others in whatever you choose to wear.

The type of clothing you select may also vary from day to day - for example smart casual clothing, including smart denim, may be considered appropriate depending on your meetings or environment. Examples of inappropriate dress include revealing clothing, ripped, dirty or torn clothing, clothing with slogans or images which may be considered offensive or otherwise inappropriate in the workplace or may pose a Health and Safety risk such as wearing flip flops or similar in an office environment.

Presenting a professional image to both internal stakeholders, colleagues and external clients is at the forefront of this policy, and at Quilter, we encourage you to do so whilst being true to yourself.

You do not have to adhere to gender norms to maintain the appearance of professionalism, and we encourage you to wear clothing that best represents your identity. Colleagues who are transgender, gender-nonconforming, non-binary or gender-fluid, are supported in dressing to authentically reflect their gender identity.

Uniform

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If you wear a staff uniform to work, you can discuss any clothing items you may need with your line manager to ensure you are supplied with clothing options which suit you. If you are uncertain or require more detailed information about what best to wear, please speak to your Line Manager, as they will advocate consistency amongst your team whilst ensuring any decision made compliments our values, aspirations, and the principles of this policy.

Cultural & Religious Dress

Quilter does not insist on dress rules which run counter to the cultural or religious norms of colleagues, as we recognise that some members of ethnic or religious groups are subject to cultural or religious dress requirements.

Kirpan

For our colleagues who request to wear a kirpan in in the workplace, including any client's or third party's home or office we require:

- The kirpan to be worn under clothing so that it is not visible
- The kirpan to be no longer than 6 inches in length
- The kirpan to always remain on your person so it cannot be used by a third party
- The kirpan to not be produced or displayed at any time

Our policy supports representation of your cultural or religious attire all year round, however instances may arise where there is a conflict of interest between cultural or religious apparel and accessories and Health & Safety. For guidance on such instances, please read our section on Final Discretion.

The Halo Code

At Quilter we are proud to champion the right of employees to embrace all Afro-hairstyles and we support the Halo Code. We acknowledge that Afro-textured hair is an important part of our Black employees' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We celebrate Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps. We are a community built on an ethos of equality and respect, where hair texture and style have no bearing on an employee's ability to succeed.

Final Discretion

There may be occasions where a conflict of interest arises between what is usually deemed as appropriate clothing, and Health & Safety. This may include conflict between hairstyles, cultural or religious dress and accessories, and Health and Safety. In these instances, your line manager has final discretion to determine the appropriateness of your style of dress, based on health and safety principles.

If your desired style of dress is considered inappropriate for any other reason, your line manager may require you to change into more appropriate clothing for the rest of your day and will ask you to return home in your own time to facilitate these changes. Failure to comply with any reasonable requests or the Company's dress code may result in matters being investigated and if deemed appropriate, formal disciplinary action.

If you experience any difficulties with such discussions, you can contact: HRDirect@quilter.com.