



CORPORATE COMMUNICATION: DRESS CODE NOTICE
19 DECEMBER 2022

Dear Colleagues,

BMW SA is a corporate, professional and customer facing environment, and with customers and service providers regularly visiting our premises, it is important that we portray the brand that we represent. To this end, we would like to make all associates (BMW and contractors) aware of the expected attire standards to ensure that we maintain our corporate image in line with our premium brand and reputation for excellence.

DRESS CODE GUIDELINES.

We've put together a few guidelines to help you dress professionally, appropriately and safely at all times.

1. Aim for a professional image at all times. Clothing should fit comfortably. No tight, baggy or poorly fitted garments.
2. Denims, although allowed should be tasteful and not torn.
3. No running shoes/slippers/flipflops. Sneakers are allowed. Shoes should be clean and presentable.
4. No hoodies, beanies or bandanas are allowed.
5. No tracksuits, cargo pants or shorts are allowed.
6. Male associates should wear shirts with collars i.e., formal or golf shirts.

7. No strapless or spaghetti tops or dresses.
8. Undergarments should not be exposed.
9. No exposed midriffs or revealing clothing (see-through tops must be worn with a camisole or undershirt)
10. Skirts and dresses, when worn, must be at a professional length.
11. The appropriate PPE (where applicable and required) must be worn.
12. High heels may not be worn at Plant Rosslyn.

We trust that the above guidelines will help you maintain our image and professionalism at all times.

Regards
HR Department

STRICTLY CONFIDENTIAL