
Memorandum

From: Stephanie Lim
Chief Executive Officer

To: All Staff

Date: 18.4.2025

C.c: Board of Directors

HR/MEMO/2025/009

DRESS CODE: MAINTAINING A COHESIVE AND PROFESSIONAL APPEARANCE

The Management would like to reemphasize the importance of maintaining professionalism in the workplace, particularly in terms of office attire.

To support this, the following guidelines have been established to ensure appropriate professional dress and promote a consistent corporate image.

Mondays to Thursday: -

1. Male Employees: -
 - i. Business pants in dark or neutral tones.
 - ii. Office shirts.
 - iii. Office or dress shoes for business purpose. (no sandals or sports shoes)
2. Female Employees: -
 - i. Business pants or Skirts (knee-length).
 - ii. Business blouse (no sleeveless or overly flashy attire or midriff blouse).
 - iii. Shoes for business wear (no sandals or sports shoes).
 - iv. Blazer or cardigan (no denim jacket).
 - v. The choice of wearing any other Muslim-wear garments in keeping with the Islamic faith, in addition to the above, for our female Muslim employees.

Fridays: -

3. Applicable for Casual attire with jeans.
 - i. Jeans only **DARK** color is allowed e.g. black or dark navy blue.
 - ii. Ripped and faded color jeans are not allowed.
 - iii. Sport shoes are allowed.
 - iv. Sandals are not allowed.
 - v. Anika corporate shirt or ASC T-Shirt or collared shirt (male) and neat collar shirt/blouse (female)
 - vi. Kurta or Baju Melayu for Friday prayer.

Anika Insurance Brokers Sdn Bhd

When attending any business meeting, appointment, or formal internal meeting on Fridays, please ensure that you are dressed in professional attire (as outlined in Item 1 or 2).

While we recognize and value individual style, we encourage everyone to dress in a manner that reflects the professional standards of our organization.

Thank you.

ANIKA INSURANCE BROKERS SDN BHD



STEPHANIE LIM
CHIEF EXECUTIVE OFFICER