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**Memorandum**

**From:** Dato' Hajjah Noraimi Alias  
Chief Executive Officer

**To:** All Staff

**Date:** 03/05/2023

**C.c** Board of Directors

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HR/MEMO/2023/010

**DRESS CODE: PROJECTING A MORE CONSISTENT PROFESSIONAL IMAGE**

While it is appreciated that dressing, to some extent personifies individuality, the Board members feel that it is good for Anika to project a certain standard of professionalism in our office attire.

For this reason, the following guidelines are issued to help the employees make decisions on their office attire easier as well as to project a more consistent corporate image of the Company.

**Mondays to Thursday:-**

1. For male professional employees:-
  - i. Business pants in conservative (dark) business colors.
  - ii. Long- sleeve office shirts.
  - iii. Office or dress shoes for business purpose.
2. For our female professional employees:-
  - i. Skirts or business pants (plain-colored or pin-striped). Business wear blouse (strictly no sleeveless shirt).
  - ii. Shoes for business wear.
  - iii. 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 male and female professional employees:-
  - i. Casual attire with jeans is allowed.
  - ii. Jeans only dark color is allowed e.g. black or dark navy blue.
  - iii. Ripped jeans are not allowed.
  - iv. Sport shoes are allowed.
  - v. Sandals are not allowed.
  - vi. Anika sport club T-Shirt or collared shirt.
  - vii. Kurta or Baju Melayu for Friday prayer.

**Anika Insurance Brokers Sdn Bhd**

Please note, if you need to attend formal meeting either in the office or outside office, you need to follow the office attires as highlighted in 1 and 2 above.

The above guideline shall take with immediate effect.

**ANIKA INSURANCE BROKERS SDN BHD**

  
Dato' Hajjah Noraimi Alias  
Chief Executive Officer