

OFFICIAL MEMO

TO: ALL EMPLOYEES
FROM: Human Resources
DATE: 08, April 2025
SUBJECT: Workplace Dress Code Expectations

Dear Team,

This is a friendly reminder of the importance of adhering to the company's Dress Code Policy, which is designed to promote a professional and respectful work environment across all campuses.

As outlined in our policy, all employees are expected to be professionally dressed and well-groomed at all times. Specifically, we ask that all staff refrain from wearing items such as track pants, athletic wear, Crocs, or other attire not suited to a professional setting unless explicitly noted as part of a designated casual day.

Appropriate attire includes but is not limited to:

- Dress pants or slacks
- Collared button-down shirts or blouses
- Professional skirts or dresses
- Clean, closed-toe footwear (no casual slippers or flip-flops)

We appreciate your commitment to maintaining the high standards and image of Opulence Education Group and Academy of Learning. Your adherence to these expectations helps foster a respectful and consistent workplace for both staff and students.

If you have any questions about the policy or require accommodations for religious, cultural, or medical reasons, please don't hesitate to reach out to HR.

Thank you for your cooperation.

Warm regards,

Human Resources

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