



Adendum to Employment Contract

Right Click Media PTY LTD Dress Code Policy

Right Click Media as a digital agency with creative people we inspire you to dress to what suites your creativity / culture and still keep the policy in mind.

All staff of Right Click Media need to adhere to the dress code which is Business Casual. You can still fashionable and professional.

Receptionist is the first face an office sees, if you are the receptionist or a sub for reception during the day you are to ensure you are dressed professionally. (No T-shirts or track suites)

Client Services often see clients pre-scheduled or at the drop of a hat, ensure you look professional on a daily basis.

Production Team and App Team are your time with clients are very limited, jeans and presentable t-shirts and shoes are acceptable. (no shorts) Should you be required to see a client, dressing professionally is required.

Sales are to be dressed smart-casual everyday regardless of if your diary is full. This entails button up shirts for men with smart shoes and smart casual outfits for ladies. (Right Click Media shirts are acceptable)

Telesales although your likelihood to meet with a client is limited, you are still required to dress up and professionally as you may be in reception for the day or at lunch time. You may also be passing through the office when a client is coming in or out.

For ALL staff

No tracksuits (pants especially)

No flip flops

No bare midrifts

Beard and facial hair to be kept neat.

Facial piercings, hairstyles and hair colours can be stylish but subdued. (no manic panic hair colours)

Nails to be neat and clean

No baseball caps

No facial tattoos

No barefoot saunters around the office.

The emphasis is on looking neat, professional, and presentable to customers, clients, and co-workers at all times while on the job.