

**NON-COMMERCIAL JOINT STOCK COMPANY
"MARAT OSPANOV WEST KAZAKHSTAN MEDICAL UNIVERSITY "**

**REGULATION
ABOUT THE STANDARD OF APPEARANCE (DRESS CODE) OF EMPLOYEES
NJSC " MARAT OSPANOV WEST KAZAKHSTAN MEDICAL UNIVERSITY "**

Aktobe, 2025

	NON-PROFIT JOINT STOCK COMPANY "WEST KAZAKHSTAN MEDICAL UNIVERSITY NAMED AFTER MARAT OSPANOV"	Date: 08.01.2025	Publication: first
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1. GENERAL REGULATION

- 1.1. The present Regulation on the standard of appearance (dress code) of employees of NAO "West Kazakhstan Medical University named after Marat Ospanov" (hereinafter - the University) has been developed in order to introduce uniform norms and rules of business etiquette in the field of corporate uniforms at the University.
- 1.2. The present Regulation on the standard of appearance (dress code) of employees of all structural divisions of the NAO "WKMU named after Marat Ospanov" (hereinafter referred to as the Regulation) applies to all employees of structural divisions of the University and is mandatory for compliance.
- 1.3. This Regulation expresses the official position of the University regarding the uniform at the University.
- 1.4 A dress code must comply with the basic principles:
- relevant;
 - professional. Dress code should always reflect the employee's serious attitude to work.;
 - comfortable. Dress according to your personality and body type. "Comfortable" does not mean "sloppy" or "messy";
 - strategic. Clothes attract attention and are able to distinguish from the general mass.

Avoid bold experiments if you want to look like a member of a professional team. The goal is to be within the requirements of the University's dress code and position.

1.5. An employee of the University must be familiar with these Regulations within one month after joining the service.

2 STANDARDS OF APPEARANCE

- 2.1. The standards of appearance are the same for all University staff, regardless of their position or work experience.
- 2.2. Clothing should always be neat, tasteful and appropriate to the environment, oriented towards universal principles of ethics, age-old and modern ethical standards.

№	The constituent components of the standards	REQUIREMENTS	NOT RECOMMENDED / NOT ALLOWED
1.	General standards	The employee should always be calm and friendly. In a relationship, he must be polite and correct. The employee's appearance should make a pleasant impression.	Rudeness. Chewing gum when talking to other employees. To clean up in the presence of strangers.
2.	Badge	Badge existence	The absence of a badge. Replacing the badge of the established pattern with some other one.
3.	Clothes	Complies with corporate standards. Clothes should be clean, ironed, comfortable, and do not restrict movement.	Careless attitude towards clothes.
3.1.	Clothing for teaching staff and others	<u>Employees should wear business-style clothing.</u> <u>For men:</u> ➤ Business suits; ➤ Classic style short sleeve shirt for summer; ➤ classic style long sleeve shirt for	<u>Clothing that does not relate to the business style (sports, evening, religious, beach, outdoor clothing, etc.).</u> <u>For men:</u> ➤ wearing T-shirts and polo shirts;



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		<p>winter;</p> <ul style="list-style-type: none"> ➤ office-style trousers made of fabric in classic colors; ➤ a jacket or jumper for the winter period made of fabric in classic colors; ➤ tie; ➤ It is mandatory to have a harmoniously matching tie, knitted pullovers, and dark socks. <p>Recommended combinations of suit and shirt: suit grey/blue – shirt blue/white/light grey, brown suit – beige shirt.</p> <p><u>For women:</u></p> <ul style="list-style-type: none"> ➤ clean and ironed clothes of classic style; ➤ the length of the skirt is no higher than the knee; ➤ the length of the trousers is not higher than the top of the shoes; ➤ blouse - plain, pastel colours; ➤ a neat, attractive combination of trousers, skirts, blouses, knitted jumpers or sweatshirts. Blouses of calm tones with long or short sleeves; ➤ business suit. Business suits include: a jacket with a skirt, dress or trousers, and a blouse. <p>Recommended colors for jackets, trousers, skirts: various shades of blue, dark gray, brown, black, blue-green, olive, beige, light gray. Muted and pastel colors are recommended for shirts, blouses, and knitwear: muted pink, blue, beige, lilac, mauve, fawn, cream, ash, grayish green, cherry, sand, coral, and ivory.</p> <p>Moderate use of additional elements is allowed: a neckerchief, scarf, tie, which should be in harmony with the suit and refresh it.</p>	<ul style="list-style-type: none"> ➤ wearing light-colored suits in the cold season; ➤ wearing shirts in black and all saturated colors: red, yellow, green, purple, etc. ➤ ties with provocative patterns. <p><u>For women:</u></p> <ul style="list-style-type: none"> ➤ mini- and maxi-skirts; ➤ capri trousers; ➤ deep cleavage; ➤ It is not recommended to use two or more bright colors at once (red, green, orange, etc.).
3.2.	MC and Clinic doctor's clothing	The form established by the MC standards.	Elements of uniforms that are not provided for by the standards.
3.3.	MC and Clinic nurse's clothing	The form established by the MC standards.	Elements of uniforms that are not provided for by the standards.



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3.4.	Clothing of the MC and clinic orderly	The form established by the MC standards.	Elements of uniforms that are not provided for by the standards.
4.	Shoes	Clean: free of street dust and dirt. In men's shoes, the toe and the back of the shoe must be closed. In women's summer shoes, either the toe or the back of the shoe can be open. It is recommended to have a second pair of shoes that will only be used indoors.	Sports shoes. Beach shoes (flip-flops and slippers). Country style shoes. Massive shoes on a thick platform (boots "berets", boots, etc.). Lack of replacement shoes in winter.
4.1.	Обувь сотрудников	<u>For men:</u> ➤ classic shoes with thin soles, without flashy elements, moderate colors. ➤ The socks must match the color of the shoes. <u>For women:</u> ➤ classic medium-heeled shoes without fancy jewelry. ➤ the height of the heels of the shoes should be comfortable for work and not exceed 8-10 cm.	
4.2.	MC Doctor's Shoes	According to sanitary rules and regulations.	
4.3.	MC Nurse's Shoes	According to sanitary rules and regulations.	
4.4.	Shoes of the MC orderly	According to sanitary rules and regulations.	
5.	Hairstyle	<u>For men:</u> ➤ neat haircut; ➤ Mustache is allowed, which must be neatly trimmed. <u>For women:</u> ➤ hair is neatly trimmed and combed, styled regardless of length; ➤ the hair below the shoulders should be picked up with a barrette.	<u>For men:</u> ➤ long hair; ➤ bright colored dyed hair; ➤ "disheveled" short hairstyles; ➤ The type of "unwashed" hair. <u>For women:</u> ➤ hair dyed in bright colors; ➤ "disheveled" short hairstyles.
6.	Manicure	Hands and nails should be clean and well-groomed. <u>For women:</u> ➤ employees: nails should be of medium length and painted in soft colors; ➤ for medical staff: nails should be cut short, without varnish; ➤ the absence of varnish is allowed.	Long nails that make it difficult to work, cracked nail polish. Manicure in bright extravagant tones (blue, green, black, purple, etc.), manicure with a design in bright colors (drawings, rhinestones, clips, piercings).

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7.	Jewelry for University staff	Jewelry should be no frills.	
8.	Makeup, perfume	Discreet makeup and non-irritating perfume are allowed.	Bright colors in makeup, piercing.

3. RESPONSIBILITY AND CONTROL OVER THE OBSERVANCE OF THE DRESS CODE

3.1. Each employee is personally responsible for compliance with these regulations at the university.

3.2. In structural divisions, the head is responsible for monitoring compliance with this regulation. This means that the manager has the right to tactfully remind the employee of this regulation. And in some cases, he/she may ask an employee who came to the university in an unacceptable way to go home to change clothes.

