



Dress Code:
for employees
April 2023



Introduction

At VLAG, we are committed to good service, image, and collaboration.

Although we have the benefit of being a virtual company, there are responsibilities and situations in which we must represent the ideology, values, principles of the VLA Group.

In addition, the way we dress defines the projection of our person, so being aware of maintaining an adequate professional image is a priority detail in the development of our work and personal life.

This document addresses specific situations where we have to attend internal meetings with managers and co-workers; as well as on occasions when we must meet virtually or face-to-face with external clients.





Objective

This dress code aims to ensure that we wear the right garments in internal meetings and with external customers, reflecting the image that the company seeks to establish or maintain, in accordance with its business strategy.

Casual Style

This Dress Code is since every employee is comfortable and at ease in our dress to carry out our work in a pleasant way. This is why we do not have a dress code for times when we do not have or should reflect the image of VLA Group.

Below you can find specific examples of which we can attend internal and external meetings.

	
 <p>Shirts or blouses with sleeves should never be revealing. Avoid transparencies, straps, and necklines. In case of face-to-face meetings, avoid miniskirts, torn pants, or sandals</p>	 <p>Polo shirt, t-shirt with sleeves, short-sleeved or long-sleeved dress shirt. Avoid shirts with logos, types, or sports prints. In case of face-to-face meetings, avoid torn pants, shorts, or sandals.</p>

All of us are representatives of VLA Group and we became part of this brand. With each client, internal and external, our image generates a positive or negative impact that influences the company's business and our professional development.

As a team, let's contribute to strengthening our corporate image.