WISE-K9

ALL UNIFORMS



WISE-K9

STANDARD UNIFORM

1. DRESS CODE

MAINTAIN A SMART, PROFESSIONAL APPEARANCE BY WEARING:

- Smart white shirt.
- Smart black trousers.
- Black clip-on tie.
- Black jacket or blazer.



2. SHOES

- Smart black shoes or boots.
- Shoes must be well polished.

3. NOT ACCEPTABLE

- Joggers.
- Jeans.
- Chinos.
- Combats.
- Trainers.
- Open-toed shoes.

WISE-K9

EVENTS

1. DRESS CODE

MAINTAIN A SMART, PROFESSIONAL APPEARANCE BY WEARING:

- Plain black polo or shirt.
- Black trousers or combats.



2. SHOES

- Black shoes or boots.
- Shoes must be well polished.

3. NOT ACCEPTABLE

- Joggers.
- Jeans.
- Chinos.
- Trainers.
- Open-toed shoes.

WISE-K9

CORPORATE UNIFORM

1. DRESS CODE

MAINTAIN A SMART, PROFESSIONAL APPEARANCE BY WEARING:

- Smart white shirt.
- Smart black trousers.
- Black clip-on tie.
- Black suit.



2. SHOES

- Smart black shoes.
- Shoes must be well polished.

3. NOT ACCEPTABLE

- Joggers.
- Jeans.
- Chinos.
- Combats. Trainers.
- Boots.
- Open-toed shoes.

WISE-K9

WISE-K9 STATIC OUTSIDE UNIFORM



1. DRESS CODE

MAINTAIN A SMART, PROFESSIONAL APPEARANCE BY WEARING:

- Wise-K9 polo shirt.
- Smart black trousers or combat trousers.
- Wise-K9 shell jacket.
- Wise-K9 tactical vest.

2. SHOES

- Black safety boots.
- Shoes must be well polished.

3. NOT ACCEPTABLE

- Joggers.
- Jeans.
- Chinos.
- Combats.
- Trainers.
- Open-toed shoes.

WISE-K9

PAYMENT PROCEDURE

1. SUBMISSION OF TIMESHEET

A timesheet link will be emailed to all staff and must be submitted at the end of each month.

Please ensure your timesheet includes:

- Your name.
- The correct dates worked.
- Sort code.
- Account number.
- Name on account.
- Total hours worked.

If your timesheet is not received by the 5th of the following month, payment cannot be authorised or processed.

Any changes to bank account details must be sent to our accounts department.

2. DISCREPANCIES

If there are any discrepancies on your timesheet, the accounts team will email you with the details.

Please reply to the accounts team so that the discrepancy can be corrected and your payment processed.

3. PAYMENT DATE

Payment is made on the 10th of each month, although processing begins between the 7th and 10th.

If you have not received payment within this period, please allow a couple of extra days and then email the accounts team.

NOTE:
The operations team is not involved in payments. Please do not contact operations regarding payment queries.