

UBS Dress Code

Dresscode UBS
to the attention of collaborators PKB

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Introduction

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The objective of Dresscode

Our business mission is essentially to build relationships solid with our customers, our shareholders and our environment on the basis of mutual respect. Meeting the needs of our customers and building lasting relationships are the point Central to our business. It is by behaving irregular proachable in our daily interactions with all our stakeholders, we contribute directly to strengthen the image of UBS as a company with integrity and aware of its responsibilities.

UBS's reputation is our greatest asset. Adopt impeccable behavior also implies having a impeccable presentation. Customer advisors are often the first point of contact for our customers and are perceived as Representatives of UBS.

The garment as a critical communication nonverbal

Respect for the Dresscode dictating a neat appearance and a correct presentation helps to communicate our values and our culture. We pass through this what we mean donations specifically by the concepts of truth, clarity and per-

formance: a stewardship, responsibility and integrity, a conscientiousness, reliable and consistent, and respect of the highest professional standards.

Our style of dress often reflects our mode of action.

Individuals are primarily judged on their appearance. The color dark anthracite, black and dark blue symbolize the jurisdiction, the formality and seriousness. A flawless appearance can bring inner peace and a sense of security.

By taking into account the fact that the first impression-constituted kills a factor that was proposed today Dresscode developed. This underlines the professionalism of our bank.

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The UBS Dresscode

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What makes up the Dresscode?

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The Dresscode is part of the UBS brand and supports our efforts to be considered as a first class financial institution.

We define a collection of Dresscode UBS clothing designed to give our staff a professional look and stylish while highlighting their skills and personality.

Guidelines

These guidelines are intended for all employees and PKB compliance is mandatory. Senior executives are required to ensure and monitor compliance and ensure that Dresscode that staff display a neat appearance.

Guidelines for the Dresscode

- "Dresscode UBS employees PKB attention" is part of the guidelines applicable to all PKB employees.
- Accessories UBS shall under no circumstances be worn as private.
- Each employee PKB is itself responsible for good behavior and cleaning clothes.
- Accessories UBS obsolete should be destroyed or discarded.

The terms used to designate individuals also refer to people female.

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The UBS Dresscode Women

The Dresscode Women:

- Tailor plain or colored pantsuit
Dark Charcoal, black or dark blue
- white blouse, preferably a shirt
- Accessories UBS: nicky or scarf
- Closed shoes, black and classic
- Black Belt

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The suit and pantsuit

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The suit and pantsuit

Dresscode directive:

The classic business attire united color

Dark Charcoal, black or dark blue.

These pieces are very flattering, their cut is light and offer a high level of comfort. The resulting silhouette is elegant slender and without any feeling of being cramped. The jacket must remain smooth, even when buttoned and should not you tighten. Skirts and pants are (both in position Assisi standing) to provide sufficient amplitude and be able to replace themselves. The skirt should not go back when you walk.

The perfect skirt length is in the middle of the knee and may down to two inches below the knee (measured from the middle of the knee).

Tips and Advice

- While the Blazers are equipped with pockets, they were not designed to contain a large number of personal effects or accessories (keys, tools, etc..). Leave these pockets preferably

empty, so they do not deform so unsightly.

- The jacket buttons door closed. When seated, they must always be open.

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Blouse

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Blouse

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Dresscode directive:

**The basic element of our collection of clothing
professional: the plain white shirt with classic collar.**

Tips and Advice

- The blouse is worn on the trousers or the skirt and scallop must be adapted to the rest of Dress-code (a few inches below the collarbone).
- The shirt must not tighten the chest, or even yawn because This helps to give a neglected appearance.
- The neck of the shirt must be worn, preferably on the reverse. Placed over the back, it nevertheless features soften.
- Wear underwear flesh-colored below white blouses. In addition, we recommend the possible, not to conceal the neck. Traces make-up on collars are bad effect.
- In general, a blouse is worn with a jacket. When it very hot, and after confirmation of your supervisor, you can not wear that shirt with the pants or skirt.

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UBS accessories for women

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The scarf and nicky
Dresscode directive:

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Wearing a scarf or nicky UBS is required.

Although tied a scarf or nicky can highlight your professionalism and style. As such, you see, here cons,

Examples of possible knotting techniques.

- The nicky should always be folded and tied with a node-oriented, not below, but as far as possible, top left. Style "boy scout" (nicky bellows on the neck) be rejected in all cases.
- The nodes must be dismantled after use to allow tissue to relax. Optionally board lightly steam your accessories in position 1.
- Put your badge on the left side, horizontal on the third upper garment. The package may help you to positioning.

Nicky

Knotting technique

Scarf

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The shoes and belt

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Shoes

Dresscode directive:

Closed shoes, black and classic.

Without proper shoes and quality, even more beautiful suit gives no style. Only appropriate footwear advantageously complement Dresscode correctly respected, confer style and elegance and contribute positively to the general impression. If your outfit is the color Dark Charcoal, black or dark blue, black shoes iron-pressed in shiny leather style classic or trendy suit perfectly. The heel height should not exceed 7 cm, the wearing open shoes is prohibited.

In selecting shoes, it is important to consider the that they will wear throughout the day. Therefore, you absolutely must be vigilant when buying, shape and comfort they provide. Never ever wear new shoes that prevent you from painful to be comfortable, caring and attentive when you are in contact with customers.

Tips and Advice

- To improve your comfort, you can wear shoes Silicone "Party-Feet," for example when you walk on

hard floor coverings.

- Check if a replacement of your soles or heels is necessary, in addition to the normal maintenance of your shoes, as worn heels can serve your appearance.
- It is important to regularly clean and polish your shoes and use the pad or shoe with paper to retain their shape.
- Give your shoes a break equivalent to double the usage time so the leather can dry and rest.
- Change once a day shoes: shoes with "Fresh", you'll feel better and improve your performance at work.
- Never wear shoes that are too small for you: there's nothing worse than a twisted smile.

Belt

Dresscode directive:

When the skirt or pants with passersby, the port a black belt is required.

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The personal touch

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Jewelry

The jewelry should be used to bring a personal touch to your style to complement your outfit and enhance your personality. The color should match the jewelry worn Dresscode.

Indeed, the focus is usually on what seems elegant and discreet. Earrings, Creole, rings and chains whose Colour matched to suit your outfit best. To reasons of safety, but not only, it is thawed cil carry more than seven jewels, jewelry and all too LEDs. Finally, there is no obligation to wear.

Tips and Advice

- Here is an example of seven jewelry you can wear to Your general appearance is consistent:
 - Single alliance (1)
 - Discreet watch (1)
 - Showy spectacle (1)

- Earrings (2)
- Ring, bracelet or chain to attract attention (2)
- Tattoos, piercings or anklets are outdated and do not look professional. Therefore, their port is not allowed.
- Eye: The ultra-hip glasses or lenses to too gaudy colors is not allowed.
- Also make sure that your jewelry be matched to the metallic color of your eyeglass frame.
- The glasses provide good vision. Therefore, they should always be clean.
- Wearing sunglasses outdoors is permitted. The etiquette, however, require that you withdraw at your conversations with customers or others to that eye contact can be established. Sunglasses do should not be worn on the head.
- Out of consideration for our foreign customers, avoid wearing too conspicuous religious symbols.

A neat makeup

A look perfect passes not only through the port property matching accessories, shoes and jewelry, but also by the inter-maintenance of your hair and your skin. A sleek look is achieved only if you devote enough attention to these two last points. The use of makeup gives women a more professional. A light day makeup composed of a foundation, a mascara and a lipstick discrete matched in accordance with the Dresscode will enhance your personality

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Hands

Have clean hands and nails neat and mtce-naked of course. Your polish and lipstick should match at Dresscode. The colors tend showy, such as green, blue, dark brown or black, etc.. and decorations nails are not allowed.

Tips and Advice

- Hands poorly treated and chipped nail polish confer look very neglected.
- No need to have nails too long and very beautiful! Name-many elegant women have short nails and they are cared for, your appearance will be more beautiful and natural!

Hair

A suitable hairstyle is essential to please others and itself and also contributes to determining your well-being. Studies have shown that hair neat and stylish and impeccable cut dramatically increase Capital sympathy and allow individuals to set their personalities.

Tips and Advice

- Your cup is that you ask yourself the following questions:
 - Is this a cut that suits my age?
 - How long am I willing to spend every morning for my hair?
 - What result gives the quality and volume of my hair?
 - What are my general proportions?
 - What is the shape of my face and my features?
- Anything which is against nature (when you want, for example, have straight hair and you're constantly forced to the iron to move to achieve this effect) generates a lot of stress. In addition, a look that requires much effort it feels.
- Long hair (below shoulders) must be contested markets. If you wear bars, they must be discrete and identical to the color of your hair. Using cauliflower cabbages or elastic is also possible.
- Hair and colorful bits are not allowed; In addition, they require high maintenance.
- If you have a color, you must ensure that your roots are always impeccable.

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The use of perfume and deodorant

Like most of us feel, smell and Colours play an important role in our external appearance. And as for makeup, your perfume should highlight your personality.

A scent must first be perceptible at a distance an arm length and discreetly. Perfume and deodorants should not be too strong. You must also change because the nose often ends up not feeling their power. Therefore, change them regularly can help you measure them.

Tips and Advice

- Although perfume: the perfume applies to locations where the pulse is perceptible on the wrist, the elbow or in the

neck. Do not rub the place where you have deposited drops of perfume because it can destroy its molecules.

- The ideal time to wear perfume is directly after taking a hot shower when your pores are still open. Thus, the fragrance will last longer. In addition, your skin should not be dry. Therefore, you should always apply first a body lotion on your skin. It is important that this lotion is fragrance free or smells neutral, because even if it is pleasant would give a quick mixture of odors not harmonious and too penetrating. Another solution: Use care line corresponding to the perfume worn.
- The amount of perfume used varies according to its completely character. Overall: a very small spray quantity of perfume on your skin and wait 15 minutes until he has deployed all its scents. It was only in- Following that you consider whether to recover.
- Scents stubborn are not recommended in the work daily. Therefore, avoid during reperfumer second half of the day and try new fragrances during your lunch break.

Fresh breath

In parallel with the sweet scent released by a focused discretely, other odors well discernible prove however, rather annoying. For example, garlic, onion or cigarette smoke.

Tips and Advice

- Avoid smoking when you are in contact with customers. Similarly, attendance at smoky establishments At the lunch break should be avoided.
- Avoid dishes made with garlic and onions and eat with parsimony of chewing gum to chlorophyll.
- Chewing gum has the advantage of having a cleansing effect on teeth. But during a discussion, it appears rather unpleasant.

Underwear and tights

The underwear are among the most intimate parts of our clothing. They should not be neglected and much instead, you must go perfectly, never shake or get under the skin and of course not be visible through your clothes, or stand out or be over your suit.

Your figure should not suffer from the part of your underwear. The color of your tights, strictly united, must match Dresscode. Of tights or darker in color than your skirt or refine your pants legs. During the summer months, if you wear a skirt, you can quite Wear flesh-colored stockings. Always wear stockings with dark trousers. If you wear a skirt, wearing tights remains binding even in hot weather. Port opaque tights, fishnet stockings, stockings or tights fantasy too bright is prohibited.

Tips and Advice

- The microfiber cloth is ideal for the following: it is light, thin, athletic, and unlike cotton thermoactive, it does not fold.
- Colour accepted for tights and knee socks:
 - Gray
 - Black
 - Anthracite
- Always carry a spare pair of socks: the Col-lants yarns can be temporarily repaired with nail polish transparent and a little luck. Nevertheless, the dom-unemployment remains visible and the glue should be changed as quickly as possible.
- You will extend the life of your stockings and your tights if you have toe nails well-trimmed and filed. Similarly, nails brittle or too long is harmful to your tights because they can draw the son so unsightly.

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The care of clothing

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Dresscode directive:

You are responsible for the proper maintenance and cleaning your clothes.

Tips and Advice

- Leave, if possible, your outfit hanging in the air for two days after wearing. The fibers will to rest and you will prolong the life of your clothing.
- Pants and skirts must be ironed regularly to

Steam and folds pants regularly refreshed.

- Be sure to regularly bring your clothes to the dry cleaners so they benefit from a professional cleaning.
- After being worn once, blouses should be washed and ironed properly. Observe the maintenance. It is best to iron them when the fabric is still slightly damp.
- The scarves and Nicky must also be regularly washed in accordance with instructions for their maintenance.
- The clothes dirty and must be washed immediately cease be worn: the stains could stay put and become more difficult to remove.

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The UBS Dresscode Men

The Dresscode Men:

- Two Piece Suit united anthracite dark, black or dark blue
- White shirt with long sleeves without the headlines
- Accessories UBS tie
- Black shoes and classic
- Black Belt

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The costume

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The costume

Dresscode directive:

The classic business attire united color

Dark Charcoal, black or dark blue.

The straight jacket with two buttons and the pants are the main components of a professional classical costume.

The jacket should be closed until the button below (not included) when you stand or you're traveling.

The lowest button should always remain open. While seated, The blazer should remain open. The garment should always be buttoned so as not to feel cramped and the dorsal slit does not open. The collar should fit your correct morphology and no wrinkles should be formed under the neck. The shoulders have natural proportions: the shoulders are too broad to appear a suit too big and too small head. Conversely, the too narrow shoulders and shake his head excessively show great. The jacket must completely cover your posterior. Make sure the bottom of your pants form a slight fold just above the shoe.

Tips and Advice

- In hot weather, you can not wear the jacket requirement to wear a shirt with long sleeves.
- Only well-creased folds give a neat appearance; Therefore, be sure to refresh regularly.
- In general, it is not advisable to wear a jacket whose pockets are overfilled, as this disrupts pace.
- Similarly, do not store a purse too bulky in your trouser pockets.
- Put your jacket on a hanger appropriately with form a broad and rounded shoulders. You will preserve the shape of your garment.

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The shirt

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The shirt

Dresscode directive:

The basic element of our collection of clothing professional: the plain white shirt sleeve long without cufflinks.

The modern cut and is now slightly curved and rather shirts and offer improved comfort. At the neck, the shirt must be of sufficient magnitude to leave a space of at least one finger. Headline shirts do should not be too large relative to the wrist. Length the handle is correct when, arms folded, the headline exceeds about 1.5 to 2.5 cm below the sleeve of the

jacket and is quite visible. The neck shirts must exceed environmental about 1 to 1.5 cm above the jacket collar and must not waving in the tie. The tips of the shirt collars must marry the area under the lapel.

Wearing short-sleeved shirts and buttons headlines should be avoided.

Tips and Advice

- The breast pocket folders must be empty, except for storing a pen or your badge.
- Button the top of the sleeves must remain closed.

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UBS accessories for men

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The tie

Dresscode directive:

Wearing a tie UBS is absolutely imperative.

There are several techniques for tying and tie knotted properly should reach the top of the belt buckle.

Tips and Advice

- Each time you remove your suit, untie your Tie and hang or wrap it. Give your tie at least one rest day before reuse so that the fabric and lining to rest.
- You leave preferably professionals with the task of removing any stains. More spots are recent and more result will be better.
- Do not wash, nor ever iron your shirts yourself.
- The stickpin is now rather old-fashioned but it is considered useful and decorative by many carriers tie.
- The tip of your tie should under no circumstances enter your pants.

Knotting technique

Single node or Four-in-Hand

Tie the knot just a slight asymmetry. It is fine and suits So instead of the collar jacquard button-down and English.

The simple Windsor tie knot

This node should be thin neck jacquard, also called Kent collar, collar button-English and down the neck. It is suitable for all types of event. Also consider

your waist and your stature. A thin node provides a rate disproportionate in an individual corpulent. In this case, a larger node is more appropriate.

Windsor double neck

This node, when it is large, gives the look a touch somewhat dramatic. It should be neck and neck cutaway rejected. Plus collar tabs are far apart other, the node can be more voluminous. Tie your tie every morning. Loosen it and hang in the closet is not enough.

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The shoes and belt

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Belt

Dresscode directive:

Wearing a black belt is compulsory permanently.

Shoes

Dresscode directive:

Black shoes and classic.

An outfit without shoes lack of adequate consistency: shoes are, indeed, the basis for your presentation.

Black shoes with leather soles with laces must be worn with dark gray suit, black or dark blue rigor.

Models that have proven themselves are "brogues" conventional question with holes, the elegant "Oxford" or "Derby" on slim and distinguished. Models and the non-laced shoes with buckles or decorations coarse should be avoided. Similarly, western boots and shoes not are not allowed. The shoe has to fit you.

Tips and Advice

- well-maintained shoes give better feel neglected shoes. Maintenance is not only a matter of outward appearance.
- An appropriate remedy to prolong life shoes. We recommend that you replace heels early. Similarly, consider making a pose New outsole before it is holed.
- Always wear your shoes the help of a shoehorn. This helps preserve the foothills. In addition, the footwear-cassettes can slide or fold. Completely unlace your shoes after use.

- After having worn, allow your shoes at least one day, so let the leather dry out and rest. Stretch your shoes with shoe trees, wood preference. It is also possible to stuff the shoes paper and store them on the side.
- Change once a day shoes: shoes with "Fresh", you'll feel better and improve your performance at work.

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Socks

As for shoes, only wearing black socks without grounds permitted. Opt for socks Rising to ensure that your legs remain invisible in all seating positions. Short Socks and the socks are not compatible with clothing correct.

Tips and Advice

- Ribbed Socks have the advantage of refining the leg and draw the eye to the shoes.
- In summer, light socks made of cotton or silk suit perfectly. In winter, cotton socks or thicker Wool will be ideal.

Jewelry

No need to pay much, but rather a few select colorful and stylish matching accessories for a touch finish your look. The rule is not to exceed three accessories, eyewear sober color range, the alliance does not count in these three articles. The Dresscode requires quit wearing bracelets and earrings. Piercings and tattoos are prohibited. Eyewear ultra-trendy or too showy colored glasses is not tolerated. Wearing the watch must be to the extent it does not threaten not safety.

Tips and Advice

- Safety glasses should always be kept clean. This allows one hand to ensure ongoing optimal vision male and the other, the dirty glasses create a unkempt appearance.
- In interviews with customers or other third parties, it is essential you remove your glasses so that eye contact can established. Sunglasses should not be worn on head.

- Who wears a watch suggests reliability and a great concern of punctuality.

Underwear

For aesthetic reasons and hygiene, as well as for issues of well-being, we recommend wear a vest. Choose your underwear so they are functional, did not see over your clothes, nor is divine from below.

Tips and Advice

- The ideal is to choose a t-shirt (cotton) and adjusted end.
- Underwear should only be made from of high quality fabrics, easily washable but also remain in good condition after several washings.

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A neat and stylish

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Maintenance of body and face are part of a Overview neat. Gone are the days when the facial was limited to the morning shave and use a bit of after-shaving.

Shaving

Even if you do not wear a beard but only the soft-spot, shaving is a daily necessity. Three beards days are not allowed. You shaved with water or dry matter, the choice is yours.

For those who wear the beard, it must be short and neat.

The same goes for those who wear the mustache.

A beard gives a messy look neglected. If doubt, talk to your supervisor who will decide.

Facials

Pollution factors of the skin are more name-many. Therefore, the requirements for the protection and Skin care should be too. Representing the skin virtually our first garment, we recommend protect it by applying a skin cream consists of assets nourishing and soothing. Thus, your skin will appear beautiful and self-nated and your radiation will be more clear!

Hands

Have clean hands and neat, without broken nails or black

Of course. Tip: Never leave your nail exceed 1.5 mm and round off their corners with a nail file.

The haircut

We recommend a visit to the hairdresser every about four weeks to maintain your hairstyle.

During this period, the hair grows an average of centimeter, which is seen especially at the neck and around ears. A haircut regularly maintained is a minimum requirement for hygiene! Most important in this respect remains simplicity. If you must go half an hour every morning to style your hair, it means that something is wrong.

Colored hair or bits prove unconvincing when the artificial color contrast with excessively the target age of your skin. Similarly, a gray beard or white, can clash with the color of your hair retouched.

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Other facial hair

Every little hair that grows on the body has a function. The eyebrows protect the eyes from perspiration and eyelashes protect dust and small insects. Nose hair, about them, trap dust and foreign matter, clean, warm and moisten inhaled air, making it tolerable lungs. Facial hair that proliferate disturb any- Once the overall appearance and must be avoided.

The use of perfume and deodorant

It's not only what we see, but also what we feel influences our perception of things and our communication. With our noses as the organ of smell we catch, through its sensors, the smells and scents, if tiny are they and what we believe to be pleasant or repulsive. A meeting may only be kidding place if we "feel good" face of our party. Our body odor can not be changed. However, we can ensure that it produces only scents pleasant:

- Using an effective deodorant, you will retain, for several hours, the freshness with which you feel confident and full of vitality. In case of excessive sweating, your deodorant must be renewed during the day.
- Whether you are a smoker or not, the smell of cold smoke does

please anyone. If you smoke, regularly ventilate your clothing
ments and clean them more frequently. Try to limit
your use during your work and use a spray
or oral drops after each cigarette smoked.

- A pronounced breath (garlic, onions, etc..) Can also have a significant impact on communication. It is nevertheless possible to fight against bad breath. Avoiding these substances during the week.
- If you like wearing perfume or after-shave, remember not that again, all tastes are in nature. Smell scent of perfume is often more pleasant than being invaded a fragrant cloud.

The care of clothing

Guideline:

You are responsible for the proper maintenance and cleaning your clothes.

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Tips and Advice

- Leave, if possible, your outfit hanging in the air for two days after wearing. The fabric fibers and may relax and prolong the life of your clothes.
- Pants must be regularly steam ironed and folds of the pants must be frequently refreshed.
- Be sure to bring your suit to the cleaners regularly, so it has a professional cleaning.
- Shirts must be washed and ironed so appropriate whenever they were laid. Respect maintenance instructions. It is best to iron them when the fabric is still damp.
- The clothes dirty and must be washed immediately cease be worn: the stains could stay put and become more difficult to remove.

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Check your look!

Our outward acts of communication nonverbal and speaks volumes about our personality. List appearing on the next page shows what we think frequently as devoid of style in our interlocutor. Check your look before "going on stage"

to avoid the worst mistake.

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Shoes

- shoes dirty and not maintained or worn heels
- Cotton socks with shoes
- plastic shoes with crepe soles

Socks

- Socks are too short when the skin is visible
- Hosiery Yarn or holes
- Socks patterned or decorated with cartoon images
- Socks made of wool or cotton for women
- nylon stocking for men

Pants

- Pants with leg length does not fit with size or too close behind
- Pants without belt
- Trousers with creases

The skirt

- Too tight at the waist and at the back
- Too short
- With a liner apparent

The shirt and blouse

- Collar and cuffs dirty
 - Sleeves too short
 - Too narrow (e) at the chest or abdomen
 - Wearing short-sleeved shirts and buttons
- headlines should be avoided.

The tie

- Knotted too short or too long
- Node is not suitable for the shirt
- Node not adapted to the morphology of the face

The jacket / blazer

- Sleeves too short / long
- Inadequate Cup at the shoulders
- Too narrow (e) at the chest or abdomen
- Sleeves identified
- Jacket worn open

Jewelry

- Jewelry disproportionate in size and quantity
- Jewelry foils
- necklace / bracelets for men

- Piercings and visible tattoos

Hands

- Nail dirty and not maintained
- False nails and fancy colored
- rough or cracked skin

Hair

- Hair dirty and not maintained
- Neck unshaven for short haircuts
- Staining too revealing ancient roots
- Damaged Nails

Underwear

- Underwear visible through clothing / overflowing on clothing
- Do not

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We wish you great success!

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