



KLCC FLEXWEAR

STYLE FOR SUCCESS

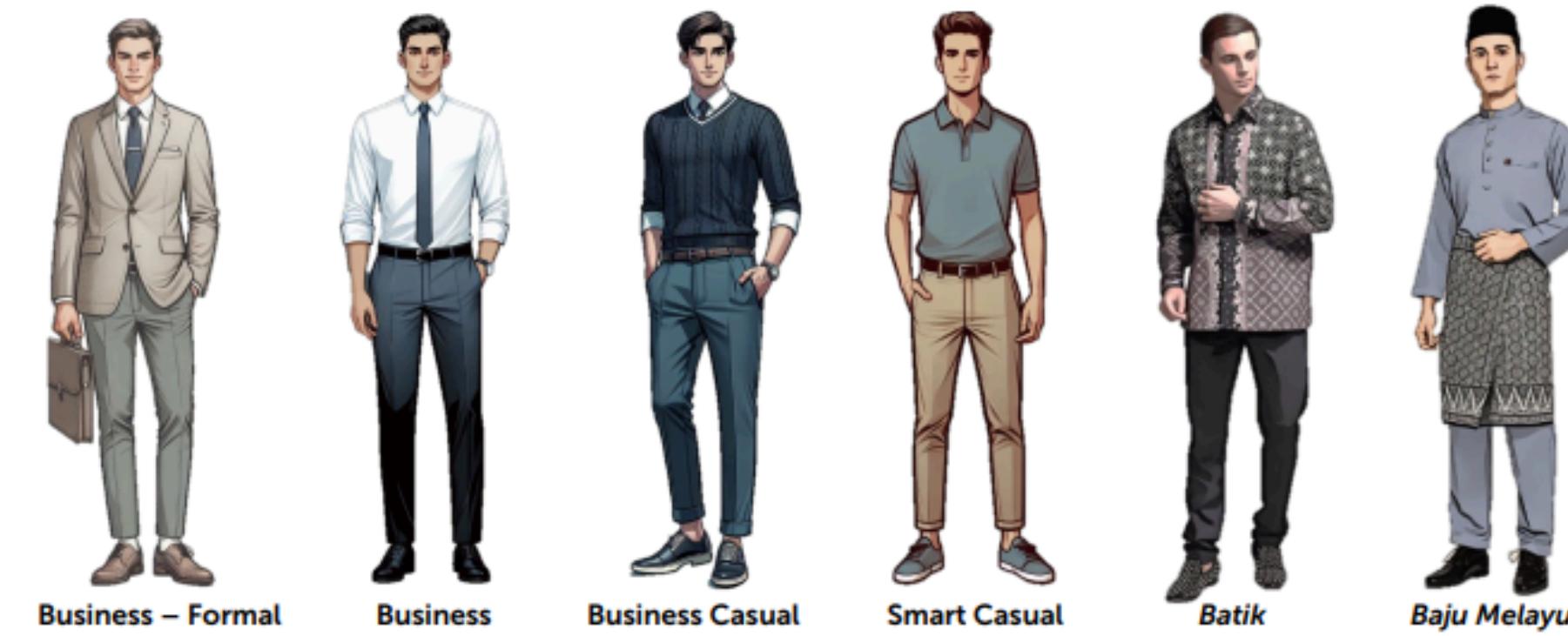
FLEXWEAR GENERAL GUIDELINES

- Attire should be **appropriate, professional, and respectful** to ensure a positive working environment for all employees.
- **All round-neck t-shirts**, including PETRONAS Corporate wear, PETRONAS F1, and MotoGP t-shirts, are not permitted on any PETRONAS office premises during working hours.
- 'Baju Melayu' attire must be complemented with 'samping', and 'songkok'.
- Pants (jeans, khakis, chinos) must not be **ripped, tight, distressed or faded**.
- Skirt length must be **below the knee**.
- Slippers, flat sandals, slip-ons, thongs, flip-flops, rubber boots, and clogs are not permitted.
- **Provocative and inappropriate** attire is not permitted.

FLEXWEAR GENERAL GUIDELINES

DRESS CODES

MEN'S

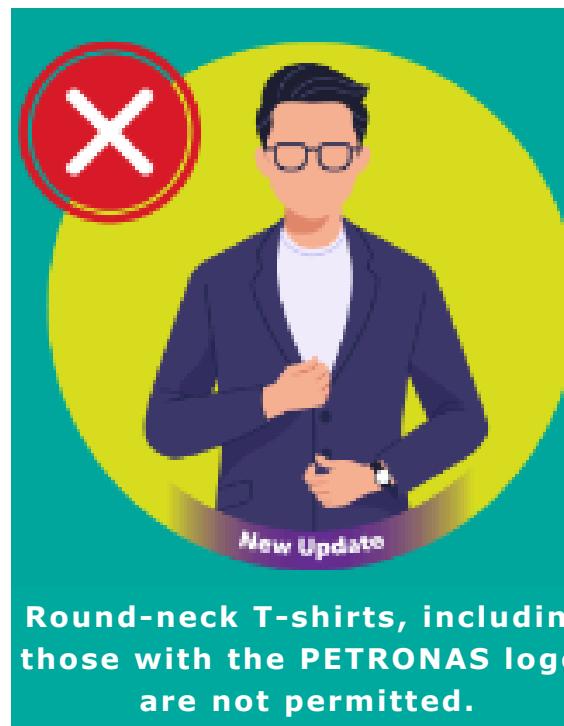
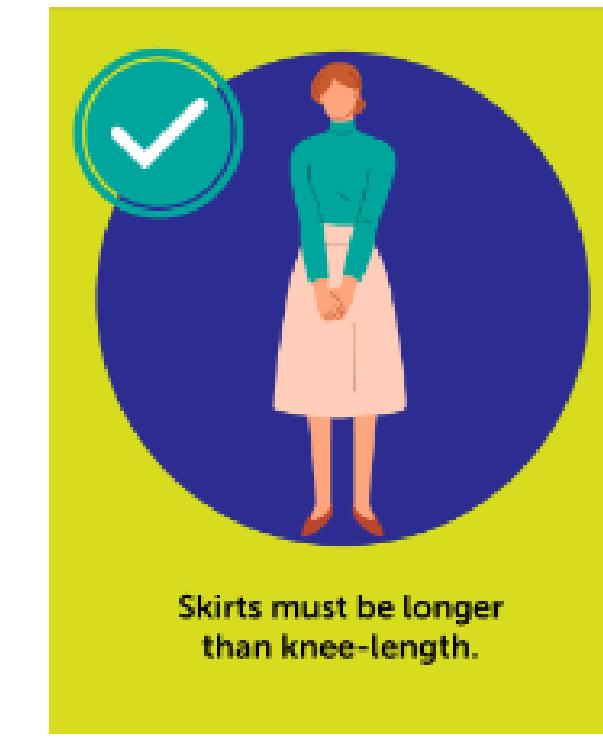
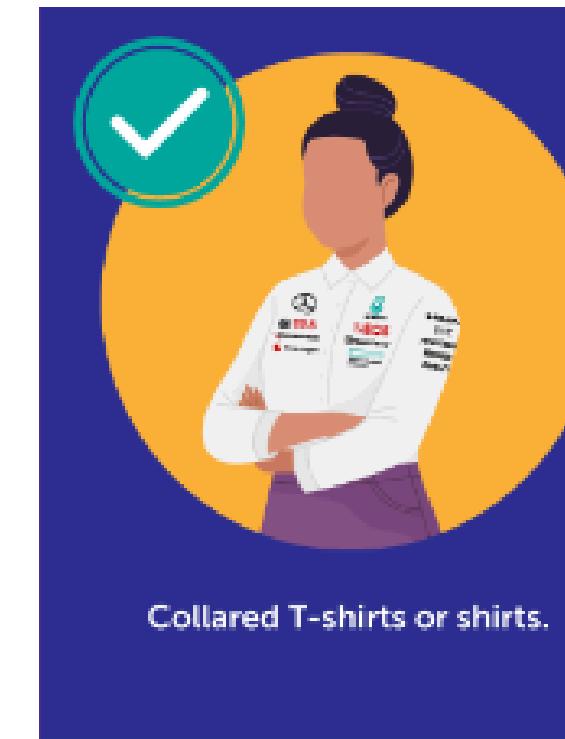
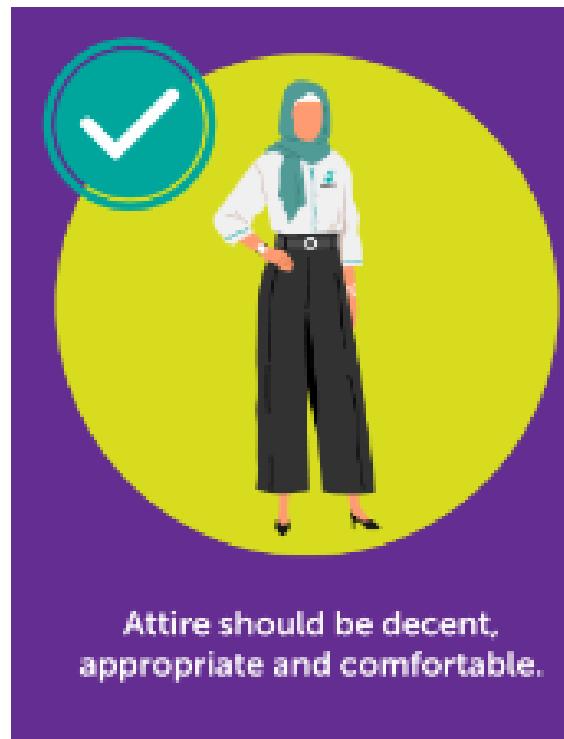


DRESS CODES

WOMEN'S



FLEXWEAR GENERAL GUIDELINES

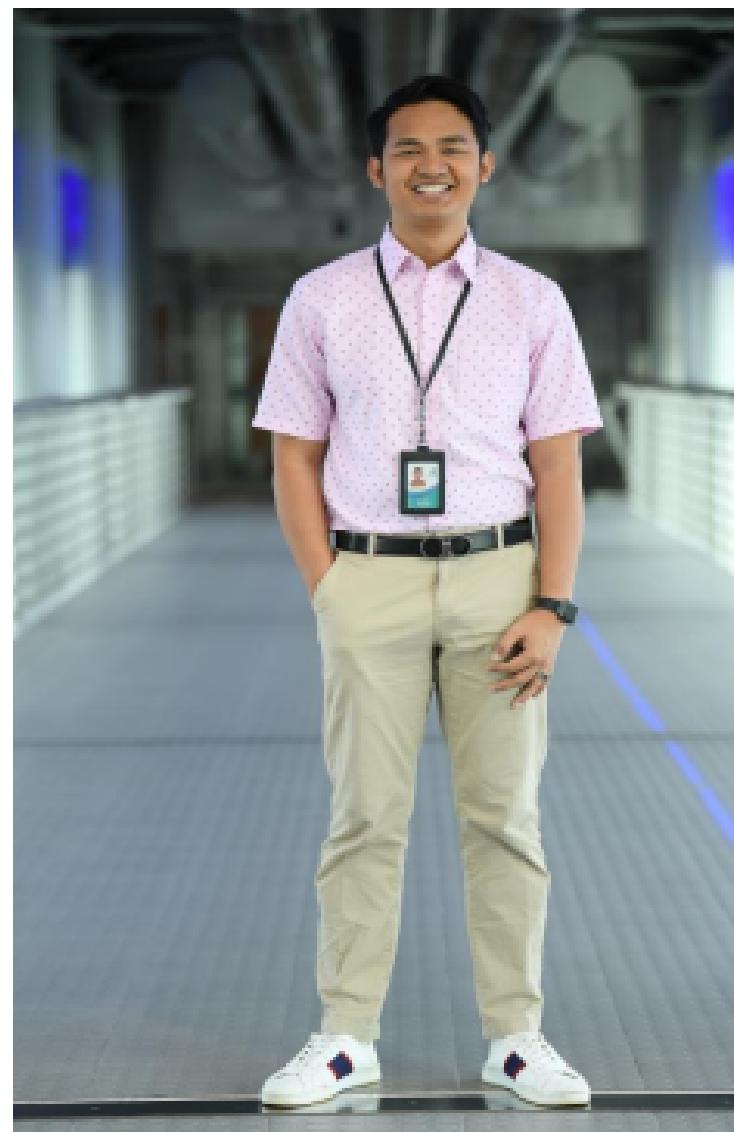


SMART CASUAL ATTIRE GUIDELINE

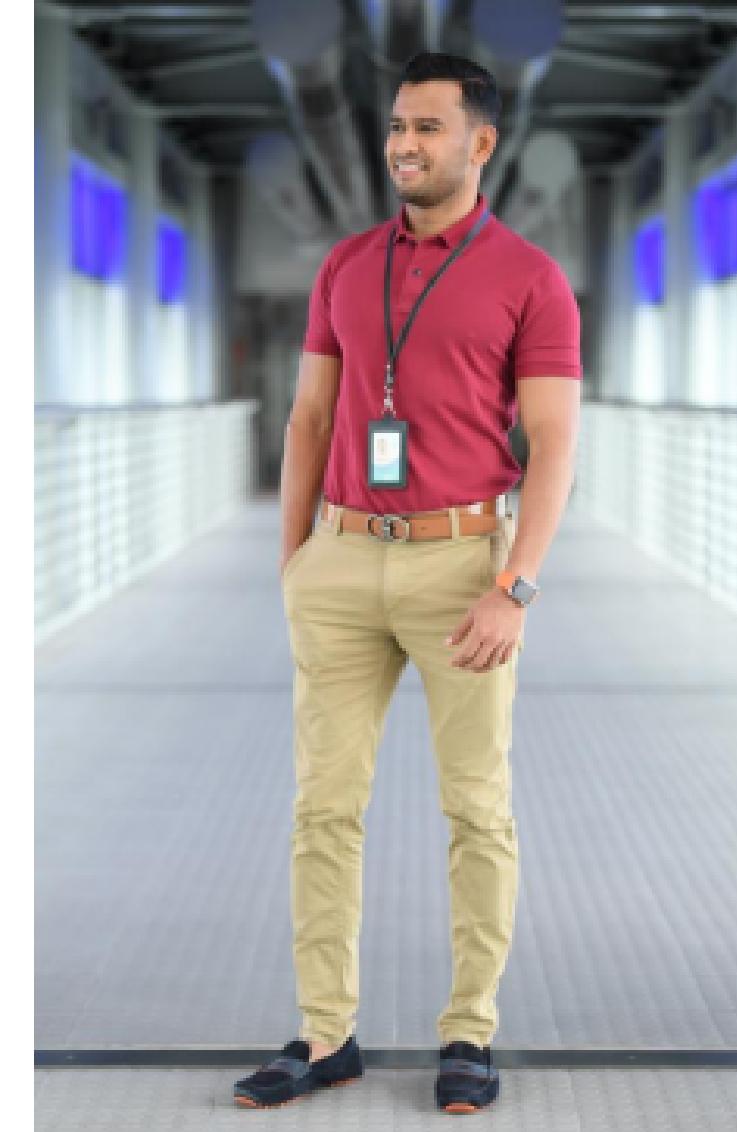
PHOTO ILLUSTRATIONS | MALE EMPLOYEES



**Jacket, Collared
T-Shirt & Chino
Pants**



**Short Sleeve
Shirt, Khakis &
Sneakers**



**Plain Collared T-
Short, Chino
Pants & Loafers**



**Shirt, Jeans &
Sports Shoes**

SMART CASUAL ATTIRE GUIDELINE

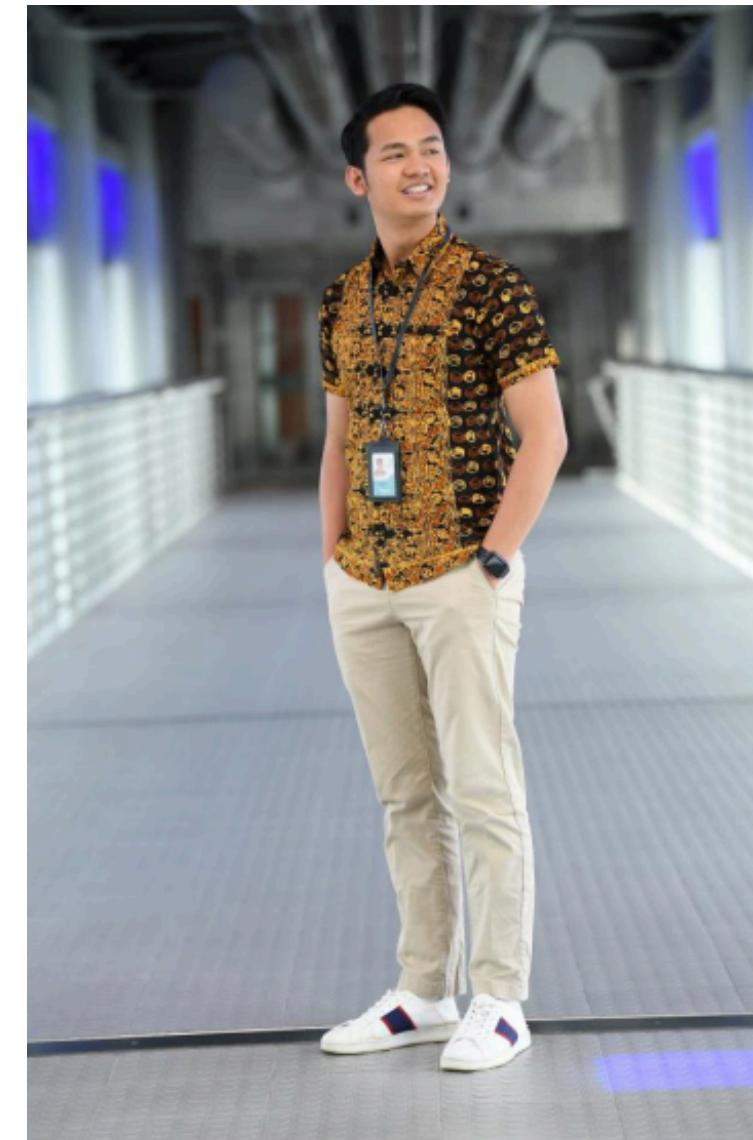
PHOTO ILLUSTRATIONS | MALE EMPLOYEES



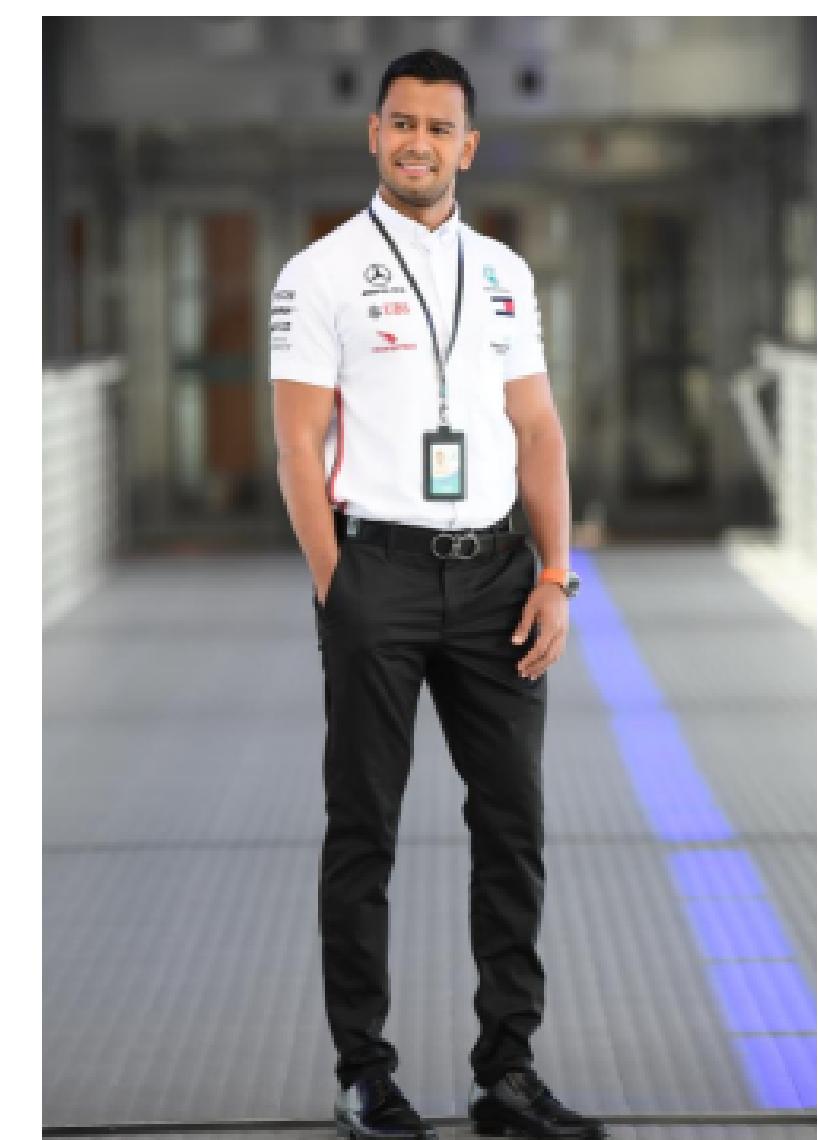
**Blazer, Jeans
& Sports Shoes**



**Long Sleeve
Batik Shirt**



**Short Sleeve
Batik, Khakis &
Sneakers**



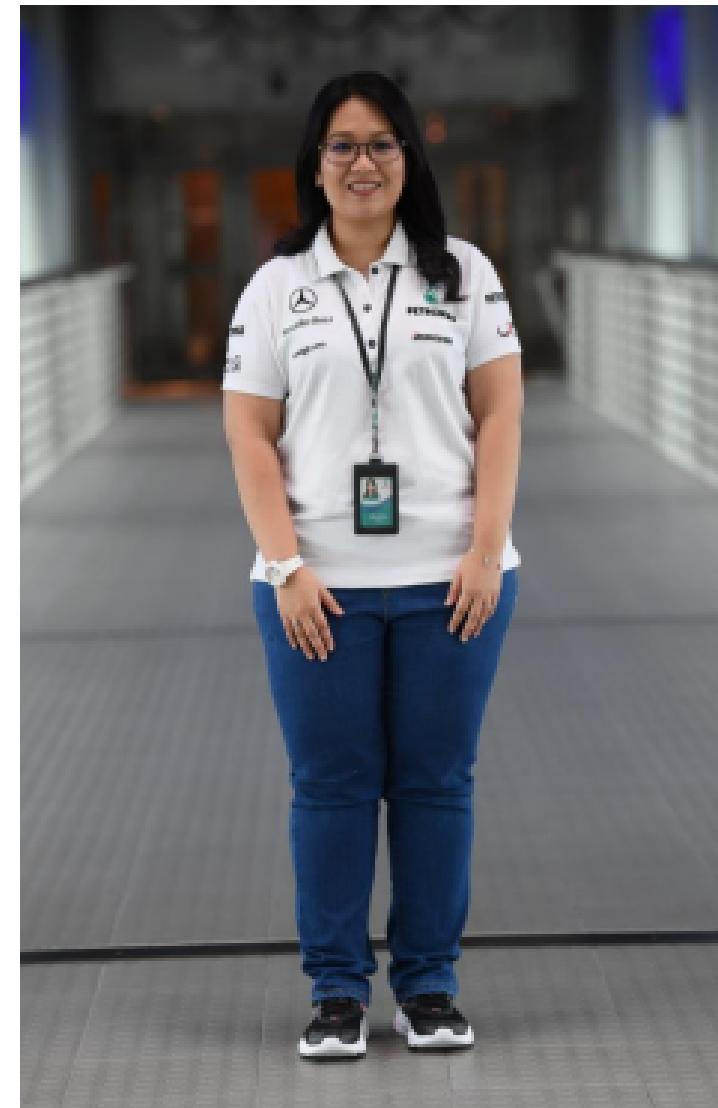
**Collared T-shirt
with PETRONAS
Logo**

SMART CASUAL ATTIRE GUIDELINE

PHOTO ILLUSTRATIONS | FEMALE EMPLOYEES



**Plain Collared
T-Shirt, Jeans &
Sports Shoes**



**Collared T-shirt
with PETRONAS
Logo, Jeans &
Sports Shoes**



Cardigan & Skirt



**Shirt, Skirt
& Loafers**

SMART CASUAL ATTIRE GUIDELINE

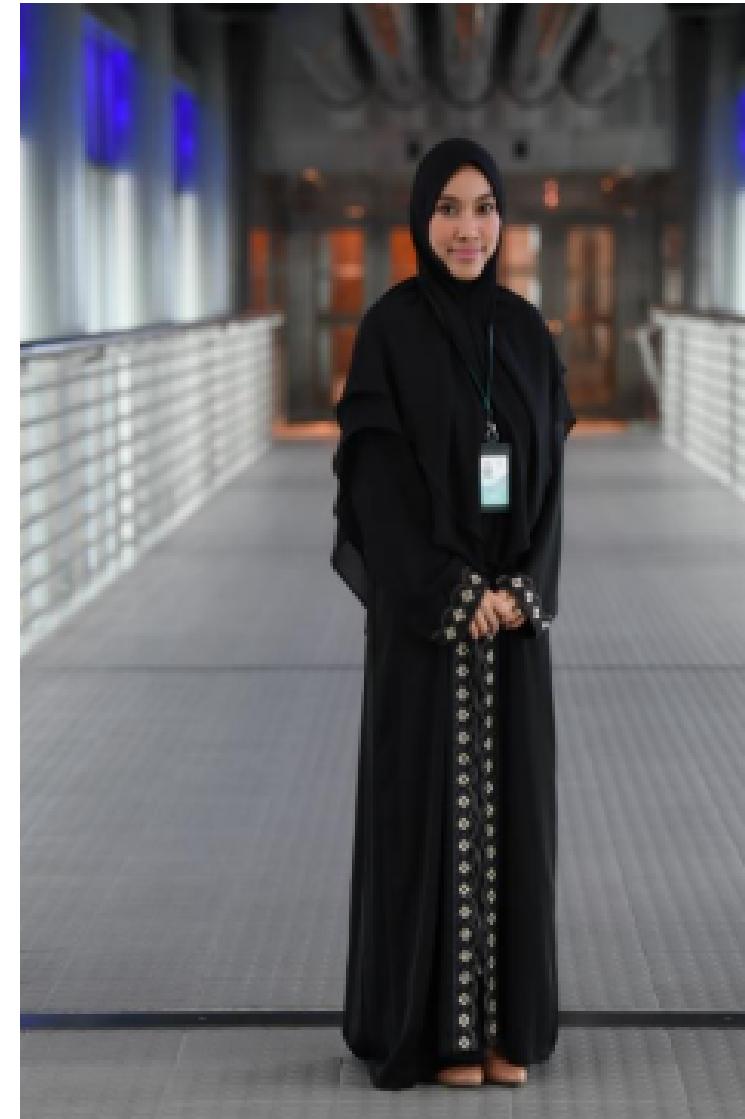
PHOTO ILLUSTRATIONS | FEMALE EMPLOYEES



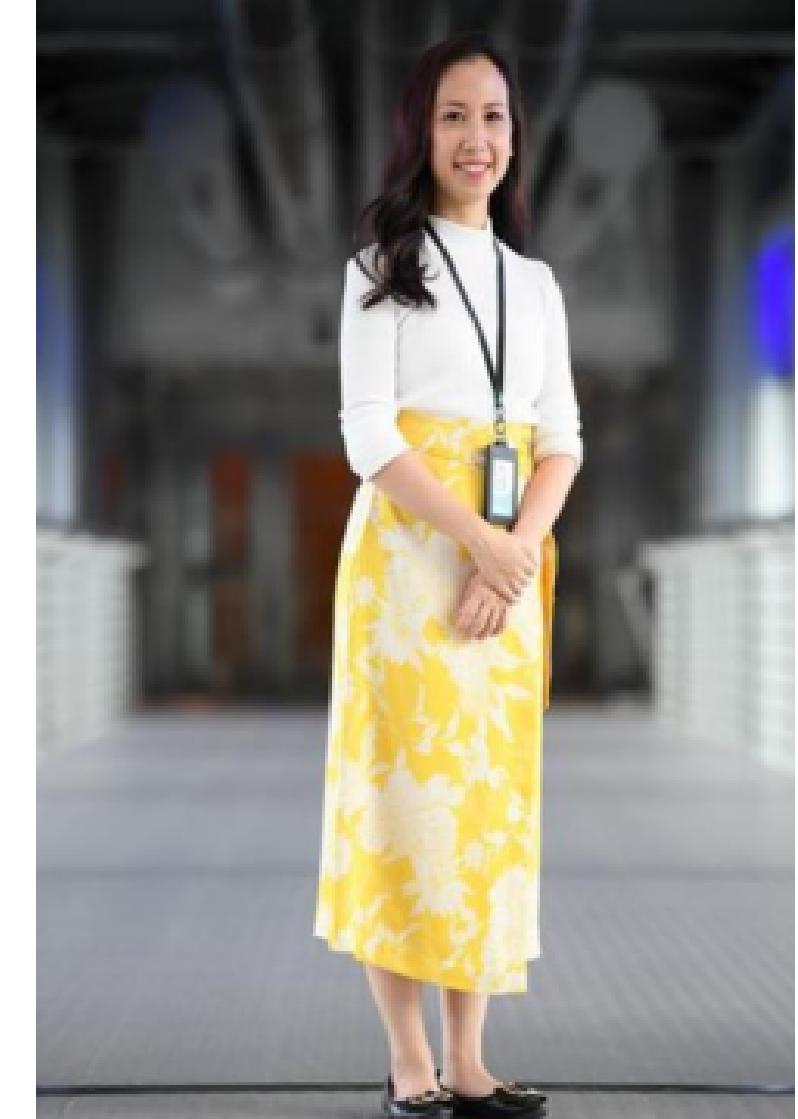
Blouse & Skirt



Blouse & Pants

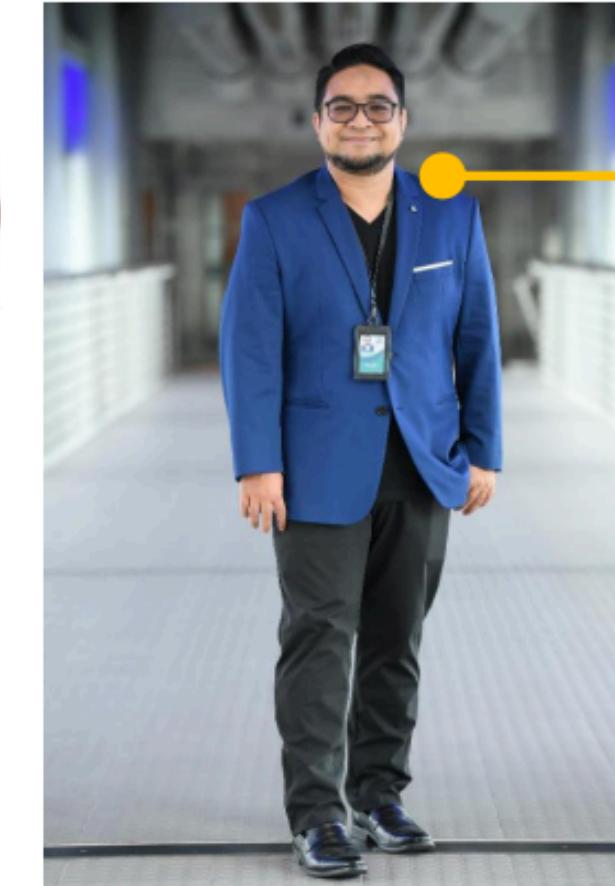
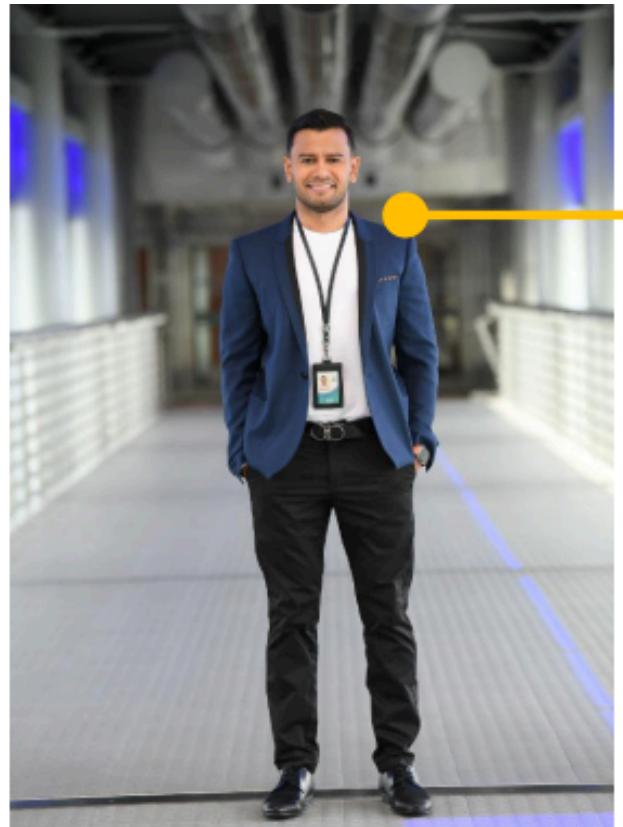


Abaya

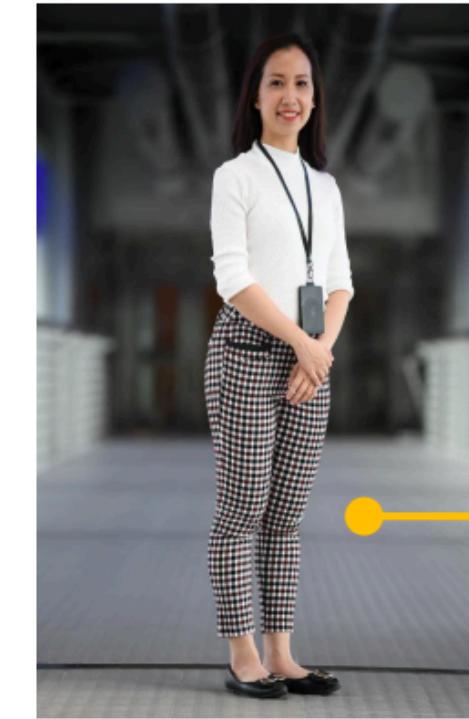
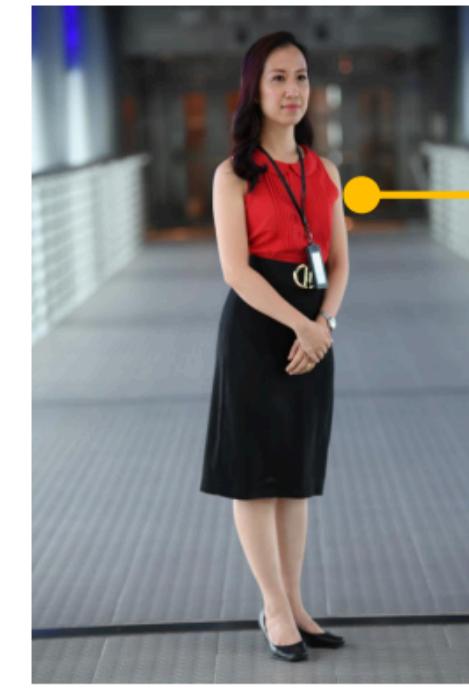
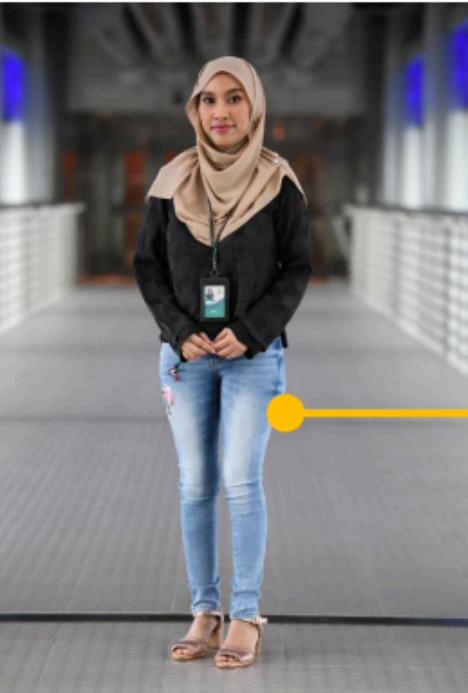


**Turtleneck Shirt
& Skirt**

LOOKING SMART BUT NOT COMPLYING TO THE SMART CASUAL ATTIRE GUIDELINE | MALE EMPLOYEES



LOOKING SMART BUT NOT COMPLYING TO THE SMART CASUAL ATTIRE GUIDELINE | FEMALE EMPLOYEES



LOOKING SMART BUT NOT COMPLYING TO THE SMART CASUAL ATTIRE GUIDELINE | FEMALE EMPLOYEES



Skirt above knees



Dress above knees



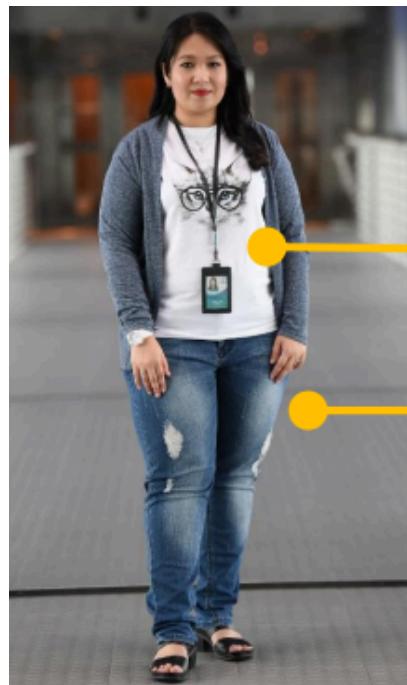
Skirt below knees



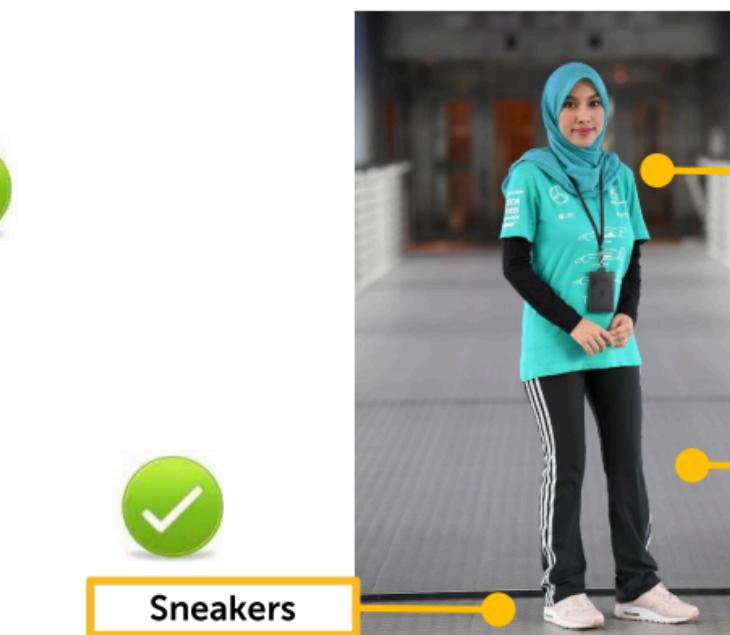
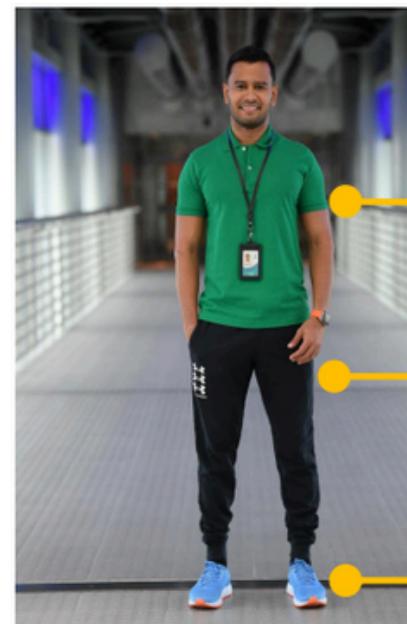
Dress below knees

LOOKING SMART BUT NOT COMPLYING TO THE SMART CASUAL ATTIRE GUIDELINE

TOO CASUAL FOR THE OFFICE



TOO SPORTY FOR THE OFFICE



KLCC FLEXWEAR (FAQ) | GENERAL QUESTIONS

No	Question	Answers
1	What are the general guidelines for appropriate dress during office hours at KLCC?	KLCC FLEXWEAR requires employees to dress neatly and professionally during office hours, ensuring that their attire is appropriate for the work environment and occasion.
2	What is KLCC FLEXWEAR?	KLCC FLEXWEAR is a dress code that combines professional attire with a relaxed comfort style, aiming for a polished and comfortable appearance suitable for both the workplace and the occasion.
3	Can employees express their individual style while adhering to the dress code?	Employees are expected to exercise sound judgment when selecting attire that is neat, professional, and appropriate for the occasion. It is important to ensure that their choice of clothing does not cause discomfort or offend others.
4	Are there specific dress code requirements for official functions or meetings?	Yes, employees are required to follow the dress code guidelines for official and government functions or meetings to maintain professionalism and ensure compliance. If you are the organiser, please ensure that the dress code is clearly communicated in the invitation and aligns with the KLCC FLEXWEAR Guidelines.
5	What is the recommended dress code for employees when engaging with external parties?	Employees are encouraged to dress in formal attire when engaging with external parties to maintain a professional image and demonstrate respect .
6*	What types of tops are permitted?	Permitted tops include plain collared shirts with clean lines, collared shirts with PETRONAS logo, and KLCC corporate shirts.
7*	Are employees permitted to wear jerseys?	Jerseys, including those featuring PETRONAS branding (e.g., the PETRONAS Shuttlehearts collection), are classified as sports attire and are not permitted in the office. However, exceptions may be granted for special occasions or events with prior approval from KLCC management.
8	What are the general guidelines for wearing the KLCC Corporate Uniform (Formal Shirt)?	Employees are encouraged to wear the KLCC corporate attire when attending conferences, launches, meetings with external parties, signing ceremonies, or similar events. The corporate shirt must be paired with black bottoms (e.g., pants or skirts) and black, closed-toe shoes.

KLCC FLEXWEAR (FAQ) | MALE SECTION

*Updated

No	Question	Answers
1*	What types of tops are permitted for male employees?	Male employees are permitted to wear collared tops that are either plain or feature clean lines, as well as bearing the PETRONAS corporate logo. Additionally, traditional 'Baju Melayu' attire is allowed, provided it is worn in full, including the 'samping' and 'songkok'.
2	What types of pants are acceptable for employees?	Jeans, khakis, and chino pants are acceptable, provided they are neat and free from rips, tight, distress, or fading.
3	What is the appropriate footwear for male employees?	Appropriate footwear includes loafers, sneakers, and sports shoes. Slippers, flat sandals, thongs, slip-ons, flip-flops, rubber boots, or clogs are not permitted, except for medical reasons. All footwear must be in good condition; torn or dirty shoes are unacceptable.
4*	What are the grooming standards for male employees?	Male employees are expected to maintain a neat, professional appearance at all times. This includes being clean-shaven or maintaining a well-groomed beard, keeping hair neatly trimmed and styled, and ensuring it stays above the collar. Personal hygiene must also be consistently upheld.
5*	Are round-neck t-shirts allowed to be worn to the office?	Round-neck t-shirts, even with PETRONAS logo, are not permitted under the KLCC FLEXWEAR guidelines. However, exceptions may be granted for special occasions or events with prior approval from KLCC management.
6	Are male employees required to wear a necktie?	No, male employees are not required to wear a necktie unless specifically requested for official business meetings or events.
7*	Should male employees tuck in their tops?	The decision to tuck in tops depends on the length and shape of the hem: <ul style="list-style-type: none"> • Short, even hems (e.g., polo shirts) can be worn untucked but may also be tucked in, depending on preference. • Uneven hems with tails at the front or back must be tucked in to maintain a neat appearance.

KLCC FLEXWEAR (FAQ) | FEMALE SECTION

No	Question	Answers
1	Which types of tops are considered inappropriate for men and women?	Inappropriate tops include those featuring offensive language, large symbols, or graphics; sleeveless garments; body-hugging or transparent clothing; and tops with low-cut collars, necklines, or exposed backs.
2	What types of pants are not allowed?	The following types of pants are not allowed: <ul style="list-style-type: none">• Skinny (tight-fitting) or leggings• Three-quarter length pants• Ripped, distressed, or faded pants/jeans• Exercise pants• Track bottoms• Cargo pants• Shorts of any kind Spandex or other form-fitting pants
3	Are there specific guidelines for skirts and sarongs?	Yes, skirts and sarongs must be knee lengths or longer, non-restrictive and free from high-slits that expose the thighs.
4	What footwear is appropriate for female employees?	Appropriate footwear includes sneakers, sports shoes, loafers, open-toe shoes, and heels. Slippers and flat sandals are not allowed, except for medical reasons, including pregnancy.

KLCC FLEXWEAR NAVIGATOR | MALE EMPLOYEES

Type	Permissible	Prohibited
Outerwear	<ul style="list-style-type: none"> • Blazer or Sport Coats • Suits • Cardigan • Vests or Waistcoats • Knitwear 	<ul style="list-style-type: none"> • Sweatshirt hoodies • Lightweight jacket
Top	<ul style="list-style-type: none"> • Button up collared shirt • Collared 'Batik' shirt • KLCC Corporate shirt • Plain collared shirt / polo shirt • Turtleneck shirt 	<ul style="list-style-type: none"> • Shirt with large symbol or graphic • Round neck t-shirt
Bottom	<ul style="list-style-type: none"> • Slack • Jeans • Khakis • Chino pants 	<ul style="list-style-type: none"> • Ripped or distressed jeans and pants • Overly casual pants • Cargo pants
Shoes	<ul style="list-style-type: none"> • Dress shoes (shined to perfection) • Loafers, lace-up shoes (like Oxfords or brogues) • Sports shoes • Sneakers • Boots are fine for field sections 	<ul style="list-style-type: none"> • Flip-flops • Clogs • Torn or dirty footwear
Hairstyle	<ul style="list-style-type: none"> • Neat • Professional-looking hair • Dyed natural colour hair 	<ul style="list-style-type: none"> • Mohawk • Long Hair (Messy) • Bold bleached / coloured hair
Others	<ul style="list-style-type: none"> • 'Baju Melayu' complete with 'samping' and 'songkok' 	

KLCC FLEXWEAR NAVIGATOR FOR | FEMALE EMPLOYEES

Type	Permissible	Prohibited
Outerwear	<ul style="list-style-type: none"> • Blazer or Sport Coats • Suits • Cardigan • Vests or Waistcoats • Knitwear 	<ul style="list-style-type: none"> • Sweatshirt hoodies • Lightweight jacket
Top	<ul style="list-style-type: none"> • Button up collared shirt • 'Batik' • KLCC Corporate shirt • Turtleneck shirt • Blouse 	<ul style="list-style-type: none"> • Tops with offensive language, symbols, or graphics • Sleeveless attire • Body-hugging tops • Transparent tops • Tops with low-cut collars or necklines • Bareback
Bottom	<ul style="list-style-type: none"> • Slack • Jeans • Khakis • Chino pants • Pencil skirt • Skirt below knee 	<ul style="list-style-type: none"> • Ripped or distressed jeans and pants • Overly casual pants • Cargo pants • Track bottoms • Tight skirts • Skinny (tight-fitting) or legging pants • Three-quarter length pants • Exercise pants • High-slit skirts or sarongs
Shoes	<ul style="list-style-type: none"> • Dress shoes (shined to perfection) • Loafers, lace-up shoes (like Oxfords or brogues) • Sports shoes • Sneakers • Boots are fine for field sections • Heels • Low Heels or Flats 	<ul style="list-style-type: none"> • Flip-flops • Clogs • Torn or dirty footwear
Hairstyle	<ul style="list-style-type: none"> • Neat • Professional-looking hair • Dyed natural colour hair 	<ul style="list-style-type: none"> • Mohawk • Long Hair (Messy) • Bold bleached / coloured hair
Others	<ul style="list-style-type: none"> • Baju Kurung / Jubah / Abaya • Covered dress • Shift Dress or A-Line Dress below knee 	

