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	<b>DRESS CODE</b>		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Policy on Dress Code	Manasi Das	08-Oct-11
1.1	Revised the point on Monday dressing for Men and Women	Manasi Das	18-Dec-13

REFERENCE DOCUMENTS	
Document Number	Document Title

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## 1. OBJECTIVE:

**The objective in establishing a dress code, is to enable employees to project a professional, business-like image while experiencing the comfort advantages of more formal and casual clothing.**

Proper Clothing to work is an essential element for you as well as for your surroundings encompassing you. With your dressing sense, you are required to create an image with all external and internal people befitting a semi-conservative company that is CSM. Our clients need to know us for the work we do, not for the dress we wear; never-the-less you need to create the aura for people to look and listen to you. Therefore the formal way of dressing.

At CSM, we do not promote "Dress to Kill". Those are for occasions beyond the office premises and official dispositions. Therefore the concept of "dress what you like" doesn't comply to Work at CSM. The below cited rules are not stringent, but they are not loose enough to create an eye sore.

In keeping with the Company's professional image, employees are expected to maintain appropriate standards of dressing and behavior. All employees are expected to be formally dressed during office hours.

## 2. GUIDELINES :

Mentioned are the guidelines which will help you to determine what is appropriate to wear at work place.

### 2.1 FOR MEN :

#### **From Monday to Friday - Formals:**

- Office formals for men should necessarily comprise of Full shirt with minimal prints and Trousers excluding corduroys and chinos.
- It is important to button up your shirt till the collar button.
- Wearing tie is compulsory for all men in EBG and all people in the senior group. Please ensure the tie compliments your attire.
- On Monday**, wearing tie is compulsory for all Male employees in CSM irrespective of their level (except the people from Admin support).
- If for any reasons you feel restricted to wear a tie, you have to seek special permission from your RA vide an e-mail and forward the approval to the HR Department.
- Wearing well ironed clothes to work is a must.
- Wear a good pair of leather shoes-Black and Brown/tan shoes. Shoes must be polished everyday

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- h. Socks should be clean and colour- coordinated with the trousers.
- i. The belt should be Black/Brown (matching the shoe).
- j. Keep beards and mustaches trimmed or clean shaven

#### **For Saturday - Smart Casuals:**

- a. Jeans/Trousers with T shirt/ or casual shirt will be allowed only on Saturday.
- b. Sport shoes, sneakers are acceptable on Saturday. However open toed shoes are strictly unpermissible
- c. If requirement arises, according to your prior appointments, you would have to be formally dressed for clients. Even if you plan to wear Jeans/casual trousers to the client, you have team it up with smart/casual shirts; Tees or Bush-shirts in such occasions would not be allowed.

#### **For Winters:**

- a. Half-Full Sweaters/Blazers/Suits need to be coordinated with your rest of the attire.
- b. Avoid wearing large prints to any of the office days.
- c. Vests/half jackets can be allowed only on Saturday.
- d. Scarves/Mufflers/caps needs to be coordinated with your attire.

## **2.2 FOR WOMEN :**

#### **From Monday to Friday - Formals:**

- a. Women employees may wear Salwaar Kameez, Saree or Trousers.
- b. For all presentation purposes, employees are requested to wear light-colored clothing which brings attention to the face and the value to your speech.
- c. **On Monday**, Women are to wear Saree Or Formal trouser & Shirt.
- d. Formal trousers should be teamed up with formal full or half sleeved shirts. Sleeveless shirts needs to be worn with blazers.
- e. Wear shoes/sandals with heels or flat pair. Stick with a black /brown/grey pair. Be sure your shoes/sandals are polished and that your heels are intact.
- f. Jewelry and accessories should be as minimal as possible.
- g. Makeup should be light and carefully applied.

#### **For Saturday - Smart Casuals:**

- a. Skirt/Jeans with T shirt/ or tops are acceptable only on Saturday.
- b. For all meetings and rendezvous with the client, you need to be formally dressed.
- c. All shoes are acceptable which goes with your attire

#### **For Winters:**

- a. Half-Full Sweaters/Blazers/Suits need to be coordinated with your rest of the attire.

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- b. Avoid wearing large prints to any of the office days
- c. Vests/half jackets can be allowed only on Saturday
- d. Scarves/Mufflers/caps needs to be coordinated with your attire.

### 3. DON'TS :

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business attire for work, please ask your RA or HRD staff.

Below is a list of attire and Items that are not acceptable for the office:

#### 3.1 FOR MEN : DO NOT

- 3.1.1. Wear formal or designer prints on formal shirts
- 3.1.2. Wear silk shirts until it is white
- 3.1.3. wear ties with images, designer logos, cartoons etc.
- 3.1.4. sport large or flashy buckles for belt
- 3.1.5. sport fancy buttons for shirts
- 3.1.6. wear casual shoes on week days
- 3.1.7. wear shoes with worn out heels.
- 3.1.8. Wear open toes sandals/slippers
- 3.1.9. Wear low waist trousers/casuals/denims
- 3.1.10. Wear knee length trousers/denims
- 3.1.11. Wear body-hugging Tees or shirts
- 3.1.12. Wear uncoordinated sock with formals/casuals
- 3.1.13. Wear clothes with offensive slogans and cartoons

#### 3.2 FOR WOMEN : DO NOT

- 3.2.1 Wear revealing dresses, plunging necklines, ill fitting clothes
- 3.2.2 Wear clothes with offensive slogans and cartoons
- 3.2.3 Wear capris or knee length trousers/denims in any of the weekdays
- 3.2.4 Sport large dangles/bangles and other ornaments on formal days

### 4. SPECIAL NOTE:

- 4.1.If clothing fails to meet these standards laid down, the employee will be asked not to wear the inappropriate item to work again.
- 4.2.If repeated, the employee may be fined for insubordination and disobedience of rules laid by the organization.
- 4.3.Progressive disciplinary action will be taken for further dress code violations.