

# Genuity Systems Ltd.

## Office Dress Code

Applicable for Usual Office Hour (9:00 am-6:00 pm)

### Dress for Manager (General and Technical)

**Sunday to Thursday:**

**Compulsory:**

**Shirt:** Suits, Full Shirt or Sweaters (Executive Color and Shaped)

**Pant:** Normal, Gabardine or Jeans Pant (Executive Color and Shaped)

**Shoes:** Dress Shoes or Loafers.

**Optional:** Tie (Compulsory for special meeting)

**Getup:** Shirt should be in with belt, clean shaved or dressing beard. Well hair cut.

### Dress for Executive and Faculty (Non-technical)

**Sunday to Thursday:**

**Compulsory:**

**Shirt:** Suits, Full Shirt or Sweaters (Executive Color and Shaped)

**Pant:** Normal, Gabardine or Jeans Pant (Executive Color and Shaped)

**Shoes:** Dress Shoes or Loafers.

**Optional:** Tie (Compulsory for special meeting)

**Getup:** Shirt should be in with belt, clean shaved or dressing beard. Well hair cut.

### Inappropriate Attire at any time:

- Sweat suits
- T-shirts (half, full or polo)
- Cargo pants, torn, ripped or frayed jeans, work-out pants
- Bandanas, Caps or Visors
- Sandals

## **Dress for Executive (Technical and Call Center)**

**Sunday to Thursday:**

**Compulsory:**

**Shirt:** Full, Half or Polo (Executive Color and Shaped)

**Pant:** Normal, Gabardine or Jeans Pant (Executive Color and Shaped)

**Shoes:** Dress Shoes, Loafers, Keds, Sandals with belt

**Getup:** Shirt should be in with belt, clean shaved or dressing beard. Well hair cut.

## **Inappropriate Attire at any time:**

- Sweat suits
- T-shirts (half or full)
- Cargo pants, torn, ripped or frayed jeans, work-out pants
- Bandanas, Caps or Visors
- Sandals without belts.

## **Dress for female staffs**

**Sunday to Thursday:**

**Dress:** Salwar- Kameez, Saree, Fotua, Suits, Shirts, Sweaters,  
Normal/Gabardine/Jeans Pants (Formal and Presentable)

**Shoes:** Dress and Casual Shoes/sandals, Loafers

**Jewelry:** Limited jewelry

**Getup:** Makeup should be minimal. Hair should be shampooed and well cut.

## **Inappropriate Attire at any time:**

- Sweat suits
- T-shirts (half or full), tank/tube tops or backless shirts
- Cargo pants, torn, ripped or frayed jeans, work-out pants, mini-skirts
- Bandanas, Caps or Visors
- Beachwear slippers or flip-flops
- Flashy and chunky jewelry.