

DOCUMENT OWNER	HUMAN RESOURCES DEPARTMENT	DATE.	08-10-2020
POLICY NAME	DRESS CODE POLICY	REF No.	CMS/HRM/POL-PRO_FY 23-24_V.1_0006

### VERSION HISTORY

Version	Authors	Reviewer (Process Owner)	Reviewers	Approvers	Review Date	Release Date
1.0	Minal Patne	Minal Patne	Manisha Patil		04-10-2020	08-10-2020

### CHANGE HISTORY

Version	Authors	Reviewer (Process Owner)	Reviewers	Approvers	Review Date	Release Date
NIL	-	-	-	-	-	-

### PURPOSE:

The purpose of forming a Dress Code Policy is to apply a dress practice “**Dress Appropriately**” that the Company deems conducive to our business environment.

It is designed to ensure that employees are aware of the necessity to present a positive image as representatives of the organization and maintain the highest standards at all times.

### SCOPE:

This policy is applicable to:

1. All CMS Group Employee.
2. Employees on probation/ project trainees/ Contract

### GUIDELINES:

- Maintain a **well-groomed** appearance and be **presentable** in office, on project sites & in client meetings.
- It is company’s intent that work attire should complement an environment that reflects an efficient, orderly and professionally run organization. “Formal Business Attire” is compulsory for all the employees during normal business operations. Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories or fragrances.
- Business Casual attire is fine on the Last Working Day of the week. This may include slacks, jeans, and collared shirts or collared T Shirts, dresses and skirts of appropriate length, and comfortable shoes. Employees should avoid wearing clothing that is overly casual, such as ripped jeans, round neck t-shirts, shorts, and flip-flops.
- Use of floaters/flip flops/slippers is strictly prohibited in the office and at the client premises.

All the employees are required to adhere to this Dress Code Policy.

The Company reserves the right to continue, extend, revise or revoke this policy at its discretion.

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