



EarnWealth HQ
14th March 2023

HR Notification – Work Wear Policy

Dear EarnWealthians,

This is a formal HR notification to all Business Development/Sales/Marketing/Private Wealth/IT Sales/Customer Facing Role team members. You are instructed to wear Formals from 1st April 23 onwards.

Our **Work Wear Policy** is as below.

1. Monday to Friday – Strictly Formal Wear - **For all Customer facing roles.**
2. Saturday – Casuals - **For all Customer facing roles.**
3. In case of meeting any vendor or client on Saturdays you must wear formals - **For all Customer facing roles.**
4. Footwear also be formal from Monday to Friday - **For all Customer facing roles.**
5. All clothes must be clean, well ironed and in good shape. Discernible rips, torn, holes and dirty clothes aren't allowed - **For all EarnWealthians.**
6. Sandals/Chappals strictly not allowed - **For all EarnWealthians.**

Penalty of ₹ 500 will be levied per instance of violation of the policy. Warning by HR would be issued in case of third instance and disciplinary action will be taken.

All Team Leaders and above are instructed to cascade to your existing team and new team members as and when they join.

Should you need any clarifications, please talk to your supervisor.

We look forward to your cooperation to make EarnWealth an excellent place to work.

We thank you for your support & Trust.

For EarnWealth Solutions Pvt Ltd

Ashwini Sontakke

*AVP - EA to Founder & CEO
HR & Finance Incharge*

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