



*EarnWealth HQ*  
*14<sup>th</sup> 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 1<sup>st</sup> 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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