



Bodhtree Consulting Limited

REGISTERED & CORPORATE OFFICE:

Level-2, Wing-A, Melange Towers, Patrika Nagar,
Madhapur, Hitech City, Hyderabad - 500 081

TEL : +91 40 4281 9840 WEB : www.Bodhtree.com

CIN : L74140TG1982PLC040516

Policy Distribution: All Bodhtree India Employees

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1. Introduction:

We are pleased to introduce "Bodhtree Dress Code Policy", effective 01 June 2024. This policy aims to foster a professional and inclusive work environment while allowing employees the flexibility to dress comfortably and appropriately for their roles.

2. Purpose:

The purpose of this dress code policy is to establish guidelines for appropriate attire at Bodhtree India. This policy ensures a professional, respectful, and productive work environment, while allowing for comfort and individual expression.

3. Scope

This policy is applicable to all Bodhtree Employees, Interns, Contractors, and Temporary Staff working at Bodhtree.

4. Policy Guidelines:

a. General Guidelines:

- ✓ Employees are expected to maintain a neat, clean, and professional appearance.
- ✓ Clothing & Footwear should be appropriate for the workplace and the nature of the employee's role.



b. Business Formal Attire:

- ✓ Required for client-facing roles and formal meetings.
- ✓ Includes suits, dress shirts, pants/trousers, skirts, and dresses.
- ✓ Ties and blazers are encouraged but not mandatory unless specified.

c. Business Casual Attire:

- ✓ Suitable for regular office days.
- ✓ Includes khakis, chinos, Kurtis, skirts, collared shirts, sweaters, and polo shirts.
- ✓ Jeans are acceptable if they are clean, free of holes, and not overly faded.

d. Casual Attire:

- ✓ Permitted on designated casual days (e.g – Fridays).
- ✓ Includes Jeans, Casual tops and sneakers.
- ✓ Clothing should still be neat and free of offensive graphics or language.

e. Prohibited Attire:

- ✓ Clothing with inappropriate or offensive slogans or images.
- ✓ Ripped, torn, or excessively worn-out clothing, round neck T-shirts.
- ✓ Shorts, flip-flops and other overly casual items not suitable for a professional environment.

f. Special Considerations:

- ✓ Cultural and religious attire is respected and accommodated on special days.



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- ✓ Employees should communicate any specific needs related to dress code accommodations to HR.

g. Remote Work Attire:

- ✓ During remote work, employees should maintain a professional appearance during video calls and virtual meetings.
- ✓ Business casual attire is recommended.

5. Enforcement & Compliance:

- a. Managers are responsible for ensuring their teams adhere to the dress code Policy.
- b. Non-compliance will be addressed promptly, with repeated violations potentially resulting in disciplinary action.

6. Policy Amendments & Updates:

The Dress Code policy will be amended or updated by Bodhtree as needed to reflect changes in business requirements, or best practices. Employees will be notified of any changes to this policy in a timely manner.