# Men's Dress Code

At Useready, we strive to maintain a professional yet comfortable work environment. Below are the expectations for men's attire:

Formal Attire: On regular office days, men are expected to wear formal or semi-formal attire. This includes collared shirts (long or short-sleeved), trousers, and formal shoes. Blazers or jackets are encouraged for client meetings or presentations. Ties are optional but recommended during high-level meetings.

Business Casual: On days without client meetings or important internal events, business casual is acceptable. This includes polo shirts, chinos, and loafers. Jeans are acceptable on casual days but should be dark and free from tears or distressing.

Virtual Meetings: For virtual meetings, employees are expected to maintain a professional appearance on camera. A collared shirt or branded company polo should be worn, and the background should be free from distractions. Pajamas or gym clothes are not acceptable during working hours.

Branded Attire: Useready branded polo shirts, jackets, and accessories may be worn on regular office days. These can be paired with formal trousers or chinos for a business casual look.

# Women's Dress Code

Professionalism and comfort are equally important for women in the workplace. The following guidelines outline appropriate attire for women:

Professional Attire: Women are expected to wear business formals on regular office days, including blouses, dress shirts, trousers, skirts, or business dresses. Blazers or cardigans are encouraged for formal meetings or presentations. Heels, flats, or formal shoes should be worn as appropriate.

Hybrid/Remote Work: While working remotely or in hybrid mode, women are expected to dress in business casual for virtual meetings. This includes blouses, smart tops, and appropriate accessories. Maintaining a clean and presentable appearance on camera is essential. Avoid loungewear or workout attire during working hours.

Jewelry and Makeup: Minimal and professional jewelry is encouraged. Avoid overly flashy or distracting accessories. Makeup should be natural and professional, suitable for a formal office environment. Branded accessories (like scarves or badges) can be incorporated into the outfit.

Branded Attire: Useready-branded shirts or accessories may be worn for casual or semi-formal office days. These should be paired with professional bottoms, such as trousers or skirts.

# Casual Days and Company Events

At Useready, we understand the need for comfort and creativity. We offer casual wear options on specific days and during events:

Casual Fridays: Every Friday, employees can wear smart casual attire. This includes jeans, casual shirts, and sneakers. However, clothing should still be neat and presentable. Avoid shorts, flip-flops, or overly casual attire.

Company Events: For corporate events, team outings, or informal gatherings, employees may wear smart casual or semi-formal attire, depending on the event. Company-branded apparel is highly encouraged to foster team spirit.

Special Days: On special days such as 'Theme Days' or 'Festive Fridays,' employees may dress according to the theme, provided it remains respectful and culturally appropriate. Further details for these events will be communicated in advance.

# Cultural Sensitivity

Useready takes pride in our diverse and inclusive workforce. We expect all employees to respect different cultural backgrounds, and this is reflected in our dress code as well:

Religious Attire: Employees are encouraged to wear religious attire if they wish, including hijabs, turbans, or other faith-based clothing. We ask that all employees respect this choice and ensure that the work environment remains inclusive.

Cultural Festivals: Employees may wear culturally specific attire during festive periods, such as sarees, kurtas, or other traditional garments. These should be worn in a respectful manner, appropriate for the workplace.

Respect for Diversity: Employees are expected to be mindful of the cultural backgrounds of their colleagues. Dress codes and personal attire should always reflect respect for diversity and inclusivity in the workplace.