

# **Dress Code Policy - Page 1**

## **1. Introduction**

This document outlines the professional appearance standards for all employees. Maintaining a professional image is essential to our brand.

## **2. Monday to Thursday**

Business casual is the standard.

- Men: Collared shirts, trousers/chinos. No t-shirts.
- Women: Blouses, skirts, trousers.

Sneakers are strictly prohibited on these days.

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### **3. Friday Policy (Casual Friday)**

On Fridays, the dress code is relaxed.

However, rules still apply:

- You are required to wear denim jeans.
- No shorts or flip-flops are allowed.
- Company branded t-shirts are encouraged.

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### **4. Grooming Standards**

Hair must be clean and well-groomed.

### **5. Remote Work Attire**

For Zoom calls with clients, the standard Monday-Thursday dress code applies to your visible upper body.

### **6. Enforcement**

Violations will be reported to HR. Repeated violations may result in the suspension of Friday privileges.