

Dress Code Office Environment

Introduction

The Company has adopted Business Casual Wear for employees who do not have face to face customer contact while at work. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to clients and colleagues. This includes maintaining appropriate and commonly accepted standards of dressing and grooming that reflects a professional and business like image at all times.

Principles for Business Casual Dress

The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

- Remember that at all times in the workplace employees are ambassadors of the Company
- Clothes should not cause embarrassment or have a negative impact upon the image of the Company
- Employees representing the Company off-site with third party companies should wear business formals

Application

All full time, part time, temporary, agency contractors must abide by this policy at all times in the workplace.

The Company recognizes the diversity of its employees and will take a sensitive approach when this affects their dress code. Exceptions may be made and will be communicated where appropriate by management.

Dress Code:

As per the policy the dress code for everyone is mentioned below:

Monday – Thursday – Business Formals

Friday – Business Casuals

The intent of the policy is to create a comfortable work environment that is also professional and free from distractions. Business Casual is defined as clean, neat and professional in appearance.

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Below are some general guidelines for both men and women regarding what attire is appropriate.

CLOTHING	APPROPRIATE	NOT APPROPRIATE
Formals	Shirt/Trouser/Indian Wear/Business Suit/Mid Length Skirt/Saree/Indian Dress (Monday to Thursday)	Bicycle pants Sweatpants / Athletic Pants Army Fatigues Overalls Low-rise jeans or pants Jean
Casual	Golf /Polo Shirts T-Shirts (without slogans or pictures) Dresses, suits and skirts Fridays Only	Sweatshirts Rugby Shirts Mini Skirts Short dresses
Shoes	Male- Formal Black or Brown shoes (Leather/ Suede) Monday – Thursday & Casual Shoes on Friday Female- Peep-Toes, Closed Shoes, Buckled Scandal (Monday – Friday) Note:- No Sandals for Male Staff during Monday - Friday	Flip Flops/ Slip-On Sneakers Sandals & Floaters

Please remember that these are general guidelines and do not include every appropriate or inappropriate item. We believe you will exercise good judgment. While we recognize and respect that dress is a personal choice, we do want employees to understand that your choices in these areas have consequences. In the workplace, it is critical that our choices reflect our commitment to the Blue Box Values, or Company Code of Conduct, and our commitment to one another and our customers.

Grooming

Clothing must be neat and clean, free of excessive wrinkles, tears or worn areas, and hemmed. Hair and nails should be clean and groomed as appropriate.

Non-Compliance

The Company is confident that each employee will use their best judgment when maintaining the appropriate attire and appearance. Management reserves the right to determine appropriateness. An employee, whose attire is not consistent with these guidelines, may be cautioned to pay closer attention to their choice of clothes or in severe cases may be sent home to change clothes. If an employee is warned regarding unacceptable attire and/or sent home three (3) times, a written warning will be issued and placed on file. Continued disregard of the policy may be cause for further disciplinary action, up to and including termination.