

DRESS CODE POLICY

Business Function: Human Resources

Company's Confidential:

Disclaimer: This policy has to be adhered as a standard practice by the associates. This policy does not create an express or implied contract between SSIT and any of its associates located in India or any other designated locations where this policy is applicable. This policy may be modified at the discretion of the Company HR at any time, with or without notice of the associate. Nothing contained in this policy is intended to alter associates 'At – Will' employment relationship with the Company. SSIT reserves the right to terminate any associate at any time, with or without notice or procedure, for any reason deemed by the Company to be in the best interests of the Company when the policy is violated.

Introduction

This policy enables SigmaSoft associates to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for this dress code.

Different Organizations have dress codes, mostly unwritten but understood by most staff members. The dress codes are built-in rules or signals indicating the message being given by a person's clothing and how it is worn.

Because all casual clothing is unsuitable for the office, these guidelines will help you determine what is appropriate for work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional workplace appearance.

Scope

This policy applies to every associate (including contractors) of SigmaSoft. It should be noted that, every week from Monday to Thursday, every associate should wear only formal dress; and can wear Casuals only on Fridays.

No dress code can cover all contingencies, so associates must exert a certain amount of judgment in their clothing to wear to work. If you experience an uncertainty about acceptable, professional business casual attire for employment, please ask your supervisor or your Human Resources staff. Dressing for work must make you respected by others because it shows your personality.

General Guidelines

- Clothing like shirts, trousers, dresses, gowns, blouses, and skirts should be professional and suitable.
- Styles should be classic, with nothing too trendy or obtrusive.
- Shoes must be patent leather and polished; Normal shoes are acceptable, not ones curving upwards or with disturbing shoes. Avoid sneakers (sports shoes) and slippers; in most cases, women's closed-toed shoes are still required. However, styles can vary toward more trendy looks.
- No visible tattoos or non-traditional body piercing.
- Hair should be clean-cut and carefully styled.
- Torn, dirty, or frayed clothing is unacceptable.
- Any clothing with words, terms, or pictures that may be offensive to other associates is unacceptable.
- Clothing that has the company logo is encouraged. Sports teams, universities, and fashion brand names on clothing are acceptable.
- T-shirts written insulting or offensive words are not allowed.
- Clothes that may influence and make staff spectators of sports and politics are not allowed,
- Staff should not use strong fragrances (perfumes and sprays), which may cause problems for other office staff.

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For Men

- Men need to keep their hair and beard short and clean or cut in a neat style.
- Clothes must be appropriately ironed.
- Casual shirts, golf shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable.
- Slacks similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice-looking dress synthetic pants are acceptable.
- Shoes need to be in good condition – no worn heels, no sandals (unless under treatment or medical reasons)
- Belts must be worn if there are belt loops
- Hosiery (socks or stockings) must be worn with leather shoes
- Male associates should not wear sleeveless T-shirts or shirts.
- Inappropriate slacks or pants include jeans, gym clothing, yoga pants, sweatpants, exercise pants, short shorts, Bermuda shorts, or other form-fitting pants like bike clothing.
- Formal shoes are highly recommended, preferably black or brown, and not sports shoes

For Women

- Women can wear saree/salwar/formal pressed trousers/ skirts and lovely gowns, skirts, or blouses. Clothing should be tailored and well-fitted.
- Skirts must be of a conservative length, and dress and skirt length should be no shorter than four inches above the knee or a length at which you can sit comfortably in public.
- All cloth showing back, waist, pants, and belly are not allowed,
- Women need to keep their hair neat or in a decent and nice-looking style
- Accessories such as jewelry must be simple. Piercing anywhere besides earrings for women (one in each ear) must be removed. If you have tattoos must not be visible.
- Cloths showing much skin (like a bare midriff or too much cleavage) are prohibited.
- One should not wear slippers to work (unless under treatment or medical reasons),
- No jeans (unless for special assignments such as field activities)
- Formal shoes are highly recommended, preferably black or brown, and not sports shoes

Conclusion

Suppose clothing fails to meet these standards, as determined by the associate's supervisor and Human Resources staff. In that case, the associate will be asked not to wear the inappropriate item to work again. If the problem persists, the associate may be sent home to change clothes and receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be taken for further dress code violations

Document History

Version	Amendment	Date of Amendment
V1.0	Policy Initiated	13-03-2023

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