



DRESS CODE POLICY

Dress Code Policy	
Applicability	All Full Time Employees and Contractual Employees of Infiniti Research
Effective Date	March 15, 2023
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Author	Corporate Group

DRESS CODE POLICY

It is management's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization.

This policy is intended to define appropriate "Business Attire" or "Smart Casuals Attire" **during normal business operations and working hours.**

The dress code should be a combination of simplicity, sophistication and service. An employee should always keep in mind that he or she is representing the company. The dress code should be such that it is presentable and manageable.

Enforcement of this guideline is the responsibility of Management, Business Leaders, and Corporate.

➤ **Appropriate Business Attire**

Business Attire that can be worn includes the following:

Men:	Women:
<ul style="list-style-type: none">• Formal shirts with buttons and collars• Formal trousers or cotton pants• Formal shoes	<ul style="list-style-type: none">• Formal shirt and pants• Formal skirts with formal shirts,• Salwar kameez, Churidar set, Kurtis• Formal footwear

➤ **Appropriate Smart Casual Attire**

Smart Casuals that can be worn include the following:

Men:	Women:
<ul style="list-style-type: none">• Casual Shirts, T-Shirts, polo neck T-shirts• Jeans pant, Corduroy pants, Khaki pants, Cargo pants• Sports shoes	<ul style="list-style-type: none">• T-shirts, casual shirts• Jeans pant, Corduroy pants, Khaki pants, Cargo pants, Formal 3/4th skirts

➤ **Unacceptable Attire**

- T-shirts / Shirts with ambiguous messages or logos of other previously worked companies.
- Transparent clothing should be avoided (Both male and female employees)
- Beachwear, tracksuits
- Nightwear or pajamas.’
- Biker shorts or Bermuda’s.
- Chappals, flipflops, Sandals (Male employees)

The policy will be administered according to the following action steps:

- If questionable attire is worn in the office, the respective HRBP will hold a personal discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- If an obvious policy violation occurs, the HRBP will hold a personal discussion with the employee and ask the employee to go home and change his/her attire immediately.
- Repeated policy violations will result in disciplinary action, up to and including termination.

The Company reserves the right to rescind and/or amend this at any time.