

Hoonartek Dress Code Policy

V1.6

Approved By: - Nishant Shukla, Head HR, Hoonar Tekwurks Private Limited

Date: – 14-Jun-24

- **Scope**

Issued to all employees at Hoonartek (including its subsidiaries and affiliates) across the globe

- **Objective**

The objective of having a dress code policy is to reflect appropriate professionalism of attire of employees, contractors, and trainees in the work environment as we work closely with customers, colleagues, partners, and other stakeholders.

While this policy provides guidelines in terms of acceptable dressing, we take pride in recognizing individual's expression and freedom. At the same time, it is essential to keep in mind that the overriding standards of our dress code policy are **professionalism** and **appropriateness**.

- **Smart casuals and business formals**

- i. The dress should be neat and have a professional appearance. Anything that is too loud, bright, or see-through, should be avoided. As a premier professional services company, our image, including the attire one wears, is of paramount importance.
- ii. Attire at a client site should be based on the client's dress code policy. In the absence of any guidelines at client location, Individuals are expected to abide by Hoonartek's Dress Code policy. In case of doubt regarding appropriate dress for a client site, please consult your reporting manager or BUHR representative.
- iii. Individuals should always note that their attire should be suitable enough for them to appear before clients / other external visitors at any given point of time.

Male Dress Code:

- Cotton trousers or denim jeans
- T-Shirts, jacket
- Leather shoes, sports shoes or clean sneakers (Prohibited during client visits).

Female Dress Code:

- Cotton trousers or denim jeans
- T-Shirts, jacket, skirts, ethnic wears, or dresses
- Leather shoes, sports shoes or clean sneakers (Prohibited during client visits).

Please refer to "Annexure 1" to understand about appropriate and inappropriate dressing choices.

Important: Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

- **Employee Responsibilities**

When travelling to any Hoonartek offices/Client locations you are required to be in formal attire as mentioned in above segment, as suitable for normal working days and while representing Hoonartek at any forum.

- **Exceptions**


- i. Individuals are allowed to wear comfortable footwear / clothing due to health conditions/ injuries/ pregnancy that is appropriate and yet professional.
- ii. During monsoon season, individuals entering the Hoonartek premises in rain attire/shoes and changing over to defined dress code once reaching the workstation should follow the process appropriately.

▪ **Violation and Redressal Mechanism**

- i. The security personnel are authorized to seek for and maintain records of IDs of all Individuals violating dress code policy and if required, may ask to return to wear an appropriate attire as per defined policy
- ii. After multiple instances of violation, it will be reported to BUHR for appropriate actions.
- iii. Reporting Managers/ supervisors must counsel Individuals who are in violation of the Dress Code Policy.
- iv. **Repetitive failure to adhere to the policy would be treated as misconduct and a formal disciplinary process may be initiated by the BUHR, which could result in further action, as appropriate.**

▪ **Annexure -1**

Individuals should keep the spirit of policy in mind and accordingly exercise their good judgment while dressing up.




Smart Casual Guidelines For Men

Appropriate

Clothing


- Full length: formal trousers, gabardines, khakis
- Business casuals, jeans, corduroys
- Formal full sleeves, half sleeves (collared and tucked in), Collared T-Shirts




Not Appropriate

Clothing

- Cargos, cowboy pants, big check pants, three fourths, exercise pants, sweat pants, jeans with flashy patterns, shorts, bermudas, torn/ distressed and dirty Jeans / Trousers, dhotis, pathan suits, kurta-pyjama
- Sleeveless, t-shirt with slogans of any kind, pictures, graffiti, collarless t-shirt, bright and flowery shirts with casual images/ motifs / short kurtas, sweatshirts






Smart Casual Guidelines For Men

Appropriate

Footwear


- Leather / suede closed shoes
- boots, sports shoes, sneakers



Not Appropriate

Footwear

- Chappals, Floters, Sandals, Slippers, open shoes



Smart Casual Guidelines For Women



Appropriate

Clothing

- Indian: Salwar kameez, chundar, kurta, sar
- Trousers: Formal trousers, ankle length trousers, gabardines, khakis
- Skirts: Long / knee length skirts with plain / faint stripes
- Shirts: Collared shirts / Collared T-Shirts in combination with elegant trousers
- Tops: Plain, lace, formal jackets (non-transparent)
- Dresses: Knee length with plain / faint stripes, Knitwear, plain satins



Not Appropriate

Clothing

- Indian: Anything that may appear to be too loud and more suitable for a party environment (Except when worn during specific events e.g. Ethnic Day)
- Trousers: Capri / three fourths, shorts / bermudas, shiny trousers, hipsters, suspenders, shorts, torn/ distressed and dirty Jeans/ Trousers
- Skirts: Mini-skirts, wrap around, shiny party wear, anything above the knee
- Tops: Tank tops, tube tops, crop tops, figure hugging tops without jacket, spaghetti, halter top, cold shoulder top, graffiti and slogans of any kind, clothes made of see through materials
- Tube dresses, figure hugging without jacket, spaghetti, halter, clothes made of see through materials, mini dresses, shiny party wear, anything above the knee



Smart Casual Guidelines For Women



Appropriate

Footwear


- Slip-ons, leather / shoes, leather / suede sandals
- Court shoes, keds, boots, suede shoes, sandals, sports shoes, sneakers



Not Appropriate

Footwear

- Slippers, sports sandals, floaters



Client visits:

In order to ensure a professional and polished appearance during client visits, we are implementing the following dress code policy:

Business Formal Attire	Men	Women
Dress	Business suits, formal shirts with trousers	Business suits, dresses, skirts, pants with blouse, cotton saree, salwar kameez, formal Kurti with leggings or trousers
Shoes	Formal leather closed-toe shoes	Closed-toe heels or flats, formal sandals (Avoid high heels, or flashy styles)
Acceptable Accessories	Ties, belt, watch, cufflinks	Stud earrings, a simple necklace, watch
Grooming	Well-groomed hair, clean-shaven face or neatly trimmed beard, and trimmed nails. Minimal use of fragrance.	Well-groomed hair, either styled neatly or pulled back in a professional manner. Natural-looking makeup and neat nails. Minimal use of fragrance.

Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	30-Jun-15	
1.0	Second Release – Final document after review and approval for circulation and implementation	1-Jul-15	Kavita Tengshe
1.1	Third Release – Dress code changed to Business Casual	1-Jun-17	Kavita Tengshe
1.2	Fourth Release - Dress code changed to Casual	1-Jun-18	Nishant Shukla
1.3	Fifth Release - Company name changed from LLP to Private Limited	30-Jul-21	Nishant Shukla
1.4	Sixth Release – Addition to a brief overview of dress code along with detailed images	25-Nov-22	Nishant Shukla
1.5	Seventh release – A section has been incorporated into the office protocol, specifically dedicated to client visits.	16-Apr-24	Nishant Shukla
1.6	Eight release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla

Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No changes suggested. Approved document for circulation and implementation	01-Jul-15	Kavita Tengshe
1.0	Second Review – Dress code changed to Business Casual	01-Jun-17	Kavita Tengshe
1.1	Third Review - Dress code changed to Casual	01-Jun-18	Nishant Shukla
1.1	Fourth Review – No update suggested during the review	15-Jul-19	Nishant Shukla
1.1	Fifth Review - No update suggested during the review	22-Aug-20	Nishant Shukla
1.2	Sixth Review - Company name changed from LLP to Private Limited	30-Jul-21	Nishant Shukla
1.3	Seventh Review – Addition to a brief overview of dress code along with detailed images	25-Nov-22	Nishant Shukla
1.4	Eighth Review – A section has been incorporated into the office protocol, specifically dedicated to client visits.	16-Apr-24	Nishant Shukla
1.5	Ninth Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla