

# 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 seethrough, 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
- <sup>-</sup> 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.

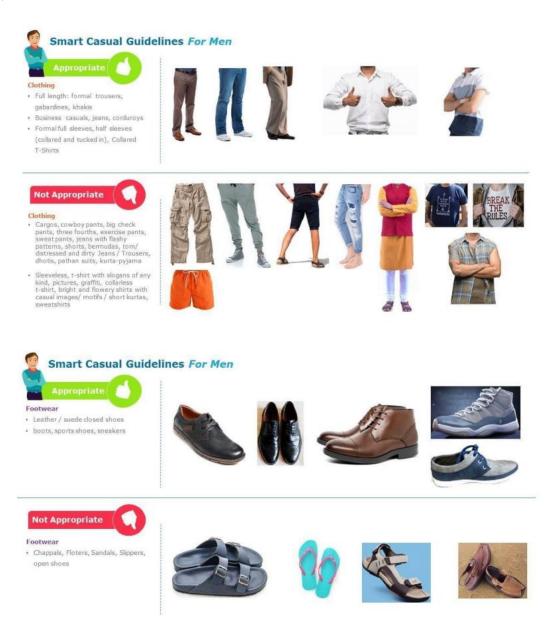


## Violation and Redressal Mechanism

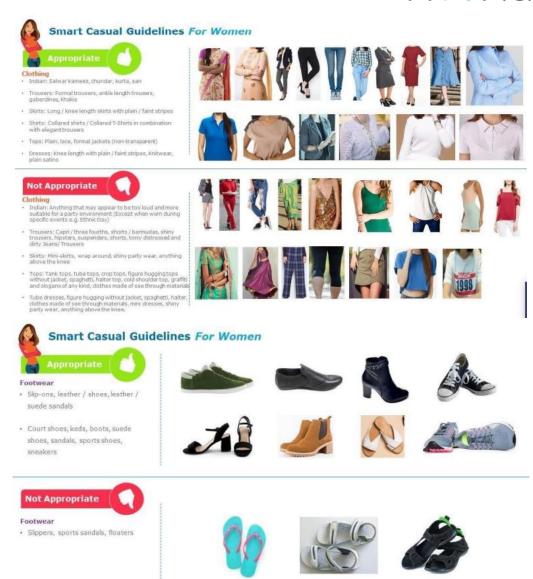
- i. The security personnel are authorized to seek for and maintain records of IDs of all Individuals violating dress code policy and if required, may ask to return to wear an appropriate attire as per defined policy
- ii. After multiple instances of violation, it will be reported to BUHR for appropriate 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.







## 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	Business suits, dresses, skirts, pants with blouse,	
	trousers	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-	Well-groomed hair, either styled neatly or pulled	
	shaven face or neatly trimmed	back in a professional manner.	
	beard, and trimmed nails.	Natural-looking makeup and neat nails.	
	Minimal use of fragrance.	Minimal use of fragrance.	

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# **Document Version History**

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for	30-Jun-15	
	management review and approval		
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