

Company Dress Code Policy for Saral

Introduction:

- Our company values professional attire and a neat and tidy appearance. This dress code policy outlines the minimum standards of dress and grooming required for employees while at work. The policy applies to all employees, regardless of position or department.

Dress Requirements:

- Business attire is always expected for all employees.
- Employees should be clean, neat, and presentable.
- Shirts, blouses, and tops must have sleeves and be tucked in.
- Pants, slacks, skirts, and dresses must be of appropriate length and free from holes and tears.
- Footwear must be closed-toe and in good condition.

Prohibited Clothing:

- Clothing with offensive or suggestive language or graphics.
- Clothing that is revealing or too tight.
- Hats, caps, or other headwear unless required for religious or medical reasons.
- Flip-flops, sandals, or other open-toe shoes.

Grooming:

- Employees must maintain a professional appearance and good personal hygiene.
- Hair must be clean and styled appropriately.
- Beards, mustaches, and goatees must be well-groomed.
- Jewelry, piercings, and tattoos must not be excessive or distracting.

Exceptions:

- In some instances, such as when working with clients or customers, employees may be required to dress in a more formal manner. In these situations, specific dress requirements will be communicated in advance.

What is Business Dress Code?

- Our company's official dress code is [*Business/ Business Casual/ Smart Casual/ Casual.*]
- We may change our dress code in special cases. For example, we may require employees to wear semi-formal attire for an event. Then, both male and female employees should wear suits, ties, white shirts and appropriate shoes. Our company may also introduce [*dress-down Friday*] when employees can wear more casual clothing

like jeans, simple blouses and boots. This won't apply if employees are meeting with clients, partners and other external parties.