

Dreamguy's Technologies Pvt Ltd

DRESS CODE POLICY

Policy Derivatives:004

(Internal Policy)

General Instructions:

Dress Code Guideline of DreamGuy's.

You are advised to honor general norms of the company as every policy is written to maintain proper decorum at work place. As an employee of the Company, we expect you to present a professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire.

Dress Code:

1. Employees should wear Formals or Business casuals from Monday to Thursday. During special occasions complete formal wear (formal Pant& Shirt / Pant & Shirts with Blazer & Tie for men and Saree or cotton Salwar, formal suit for ladies- should be worn if required). Business casual means dressing professionally, looking relaxed, yet neat and pulled together. Examples: For Guys: Collared T-shirts, Full sleeve T-shirts, Checked Shirts, Jeans, etc. For Ladies: Jeans, pants, tops (not too casual/short tops), Kurties, Leggings, salwar's, etc.
2. Men should have proper shoes or sandals on all days (except Friday & Saturday) at office and women should have proper foot-ware. No flip flop slippers are allowed.
3. A professional appearance is especially important for those Employees who at any time come in contact with clients and / or potential customers.
4. Friday's and Saturday's employees can come to work in casual dress & employees are still expected to present a neat appearance. Men can wear round neck T-shirts on Friday and Saturday.
5. Extremely casual dressing is generally not considered appropriate for work. Management considers the following examples, on its own, as inappropriate working attire: - Short miniskirts, athletic wear, torn jeans, T-shirts with inappropriate verbiage or pictures or similarly inappropriate clothing.
6. Clothing should not be provocative (e.g. low-cut, revealing and extremely tight fitting). The Employee's clothing should not be hazardous to his/her own safety.

Clothing of any kind with prominent other corporate logos or advertising is not acceptable.

Grooming:

1. Men should neatly cut the hair and comb properly at all times. Moustaches and beards should be neatly trimmed and shaved.
2. Women should keep the hair neat and clean. Shaggy, unkempt hair is not permissible regardless of length.
3. Staff must use appropriate and minimal jewelry and cosmetics at the work place.
4. Daily hygiene is a must. Unpleasant or irritable perfumes or cologne and body odor is not acceptable.
5. The TL/ Manager is responsible to address and advice any issue related to poor hygiene/ unacceptable attire of the staff personally.

In case of continuous issue, HRD will address the issue and take strong disciplinary action.

Revision History

S. No	Version Number	Issue Date	Description of Changes
1	1.0	01.01.2019	Initial Release
2	2.0	21.06.2019	Few points added and framed