

ATTIRE POLICY

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Introduction

At Zignuts Technolab Pvt. Ltd., we believe in maintaining a professional and respectful work environment. Our attire policy is designed to ensure that employees present themselves in a manner that reflects our corporate values and enhances our overall professional image.

At the same time, we believe to keep our attire policy flexible for our employees to enhance comfort and to match the current trends.

This policy applies to all employees, contractors, vendors and visitors while on company premises or representing the company at external events.

General Guidelines

- Employees are expected to dress in a neat, clean, and appropriate manner that aligns with their job responsibilities and business needs.
- All attire should be professional, modest, and respectful of cultural sensitivities.
- The following dress code applies to regular working days, and exceptions may be allowed on specific occasions as per management discretion.

Dress Code for Male Employees

Formals: Business shirts, pants, formal shoes. Suits and ties are optional.

Business Casuals: Trousers, dress pants, khakis, chinos, with collared shirts, dress shirts, or polo shirts. Dress shoes or formal leather shoes.

Casuals: Ethnic wears, jeans, casual trousers, denims, jackets, hoodies, T-shirts (with neck type - round, polo or v-shape), half-pants/shorts/capri pants are also accepted.

Footwear: Formal shoes, sports shoes, sneakers, sandals, flip-flops are all accepted.

Dress Code for Female Employees

Formals: Business shirts, pants/skirts, formal shoes. Suits and ties are optional.

Business Casuals: Kurtis, trousers, dress pants, khakis, with collared shirts, dress shirts, or polo shirts. Dress shoes or formal leather shoes/sandals.

Casuals: Ethnic wears, jeans, casual trousers, denims, jackets, hoodies, T-shirts (with neck type - round, polo or v-shape), crop-tops, casual tops, half-pants/shorts/capri pants are also accepted.

Footwear: Formal shoes, sports shoes, sneakers, sandals, flip-flops are all accepted.

Note: Modest necklines and hemlines has to be maintained.

Important Rules

- Half-pants/shorts/capri pants are permitted, but they **must be** at least knee-length or longer.
- Printed shirts or t-shirts are permitted, but **must not be** showing any abusing, arousing, hateful or hurtful words, sentences or comments.
- Clothes that shows any symbols representing any political parties, or that are offending to any gender, caste, religion **are not permitted**.
- Footwear if allowed inside the office premises, **must not be** of bright colors including fluorescent colors and **must not be** shining bright or bearing any lights, LEDs or in anyway disturbing to other employees and to the decorum of the office premises.
- Exposing/revealing clothes such as torn jeans, torn t-shirts or anything that is torn and exposing/revealing is **not allowed**.
- Shining, glittering, party wear clothes are **not allowed**.

Important Rules

On specific occasions as instructed or when meeting with clients, vendors, or external stakeholders, or representing company in any event, formal attire including business casuals is required.

Refer to the dress code for Male or Female Employees under the category of Formals and Business Casuals.

For special events or company functions, employees may be informed of dress code requirements specific to those occasions.

Tattoos

- Modest and small tattoos are **acceptable**.
- Overly exposing tattoos are **not acceptable**.
- On specific occasions as instructed, when representing the company or when meeting with clients, vendors, or external stakeholders, any tattoos **must not be visible**.

Personal Hygiene

- Employees are expected to maintain good personal hygiene, including regular showers, grooming and cleanliness.
- Employees are expected to take necessary measures to prevent bad odors from spreading.

Conclusion

By adhering to this attire policy, we reinforce a professional atmosphere and uphold our commitment to excellence. It is the responsibility of every employee to follow this policy and contribute to the positive work culture at Zignuts.

Non-compliance with this attire policy may result in appropriate disciplinary actions.

For any feedback, suggestions or to report any issues, write to hr@zignuts.com



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