

Title	Dress code Policy		
Department	Human Resources	Version	1.1
Date of Effect	01/07/2023	Date of Review	01/08/2024

1. **Objective**

The dress code policy of WCS is aimed at ensuring all individuals across grade, adhere to a high standard of professionalism. A well groomed well dressed individual create a positive impact in terms of image of the company as well as himself/herself as trustworthy, knowledgeable and capable of providing services to corporate clients. Studies have shown that the attire, one wears also reflects the quality of work, specially during customer interaction, whether face to face or telephone. If each individual strictly adheres to the corporate dress code, it will have a remarkable positive effect on the brand image of our organisation.

2. **Scope:**

The dress code applies to all the permanent and temporary staff of WCS, Chennai.

3. **Guidelines**

It is mandatory for all the individuals to display the company Identity card when in office at all times wearing the id card on their landyards.

3.1 Dress Code : Business Casuals (Monday to Friday)

Men		
	Acceptable	Non Acceptable
Shirt	Light and dark coloured, with full sleeved, Half sleeved shirts/T shirts, plain with thin striped/checked shirts	Pocket flops, Loud prints, Whacky images, Cartoons, objectionable figures/message splashed on shirts, hoody
Trousers	Formal and Dark coloured. Well fitted Khakkis/Dockers/Denims/corduroys in solid colours	Faded/Torn baggy fit & shorts
Belt	Leather/Patent leather, Brown or dark tan for brown trousers Black for Blue/Black/grey trousers	Cow boy buckles
Foot Wear	Leather/Patent Leather Shoes, Laced or slip- on shoes	Flip Flops, V strap rubber chappals

Note : light coloured shirts should be worn with dark coloured trousers or vice versa

Ladies		
	Acceptable	Non Acceptable
Traditional	Salwar kameez/Kurtis & saree with sleeved blouse.	Improperly worn Jeans like low waist jeans, ankle height, baggy, etc, Jeans torn, faded, jaded, etc, Shorts, Evening/party wear, Short / Mini Skirts, Off-the-shoulder tops, Provocative attire, Midriff/Revealing/tight tops
Western Wear	Collared formal shirt(half or full sleeves) T shirts, Light and Dark coloured shirts and t shirts Well coordinated dark coloured business trouser/skirt/shoes/sandals	Tight body hugging short tops /Skirts/capris & corduroys, crop top, Jumpsuits, Faded/torn baggy fit, fancy flowing skirts, , capris (three forth length trousers/pants)
Foot wear	Shoes/boots/sandals	Flip flops/v strap Rubber slippers

Well groomed dress also needs the following

- Wear your clothing appropriately, keeping your shirt buttons buttoned properly
- Clean Shaven : sporting a beard or moustache, they should be properly and uniformly trimmed
- Hair : Neatly combed or brushed
- Nails: Trimmed and cleaned

4. General:

This Dress code policy outlines the spirit behind the company's approach in bringing absolute transparency in communication as regards its policies. Therefore, personnel covered this policy are expected to respect the rules and standard procedures governing this policy. While circumstances are abnormal or situations not anticipated, or defined in this policy arise, such matters should be referred to HR dept for resolution in a manner that is consistent with the whole aim and spirit of this policy.

Deviation to this policy in any form shall not be entertained and shall be viewed very seriously. This policy supersedes all other policies, procedures and practices prevalent on this subject till date. The company reserves the right to add to, alter to, amend or cancel this policy at its discretion.

If client visits occur on Fridays or Saturdays ,formal dressing should be worn.

Business heads/Manager's are requested to lead by example and ensure implementation.



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