

### **Cubastion Dress Code Policy**

Effective From Date: June 1, 2019	Policy Number: CUB/19 - 20/004
Effective till Date: Till further addendum released	Policy Owner: Human Resource

#### **Objective & Scope**

This Policy shall define the rules governing the dress code of an employee and shall be applicable to all the existing and new employees of Cubastion Consulting Private Limited including its group company/ies (collectively the "Company").

#### **Dress Code**

Your appearance contributes to the company image and we therefore expect you to be dressed appropriately & professionally at all the times. The dress code for all our company employees is **business casual** and should include business attire which are clean, pressed, fit you properly & appropriate to the work environment. Please bear in mind that this is our workplace & the way we dress should reflect a productive work environment characterized by professionalism, innovation teamwork, & mutual respect.

Employees are expected to use their own judgment when selecting clothing & footwear. The list below, whilst not exhaustive intends to provide guidance on items that are not considered to be acceptable under Cubastion's Dress Code Policy.

<b>Don'ts for Gentleman</b>	<b>Don'ts for ladies</b>
<ul style="list-style-type: none"> <li>- Ripped torn or faded clothing</li> <li>- Clothing designed specifically for sporting activities (such as shorts, tennis outfits &amp; sweat pants)</li> <li>- Clothing more appropriate for evening or leisure wear</li> <li>- Sandals, 'slippers', flip flops, ratty sneakers, any open toed footwear</li> <li>- Headband, caps</li> <li>- Capris, clothing potentially offensive words, terms, inappropriate logos/pictures / slogans</li> </ul>	<ul style="list-style-type: none"> <li>- Ripped torn or faded clothing</li> <li>- Clothing designed specifically for sporting activities (such as shorts, tennis outfits &amp; sweat pants)</li> <li>- Clothing more appropriate for evening or leisure wear</li> <li>- Miniskirts, harem pants, low-cut tops, sheer clothing, spaghetti tops etc.</li> <li>- Caps</li> <li>- Clothing with potentially offensive words, terms, inappropriate logos/pictures/slogans</li> </ul>

Managers are responsible for assuring that employees in their respective areas abide by the policy. Any employee, who does not meet the standard of this policy may also be subject to disciplinary action under the company's disciplinary procedures.

Employees at client location are required to follow the respective dress code.

**P.S. It is mandatory for all employees to wear the Cubastion ID card.**