

## Dress Code Policy

### Objective:

At Xoriant Solutions Private Limited (“**Company**”), we believe that work attire complements an environment that reflects professionalism at the same time allows one to have freedom of expression through his or her choice of attire at work.

### Scope and Applicability:

This policy is applicable to all Xoriant India employees.

### Suggested Dress Code Norms:

**Monday to Thursday:** Smart/Business Casuals

**Friday:** Smart/Business Casuals with certain exceptions

### For Men:

	Monday- Thursday	Friday
<b>Acceptable</b>	<p><b><u>Clothes</u></b>            *Shirts with or without Chinese collars            *Chinos, Trousers, Blue/Black Jeans            *Semi formal Jackets, Business suits.</p> <p><b><u>Footwear</u></b>            *Type-Formal shoes with/out laces, Loafers            *Material-Leather/ Suede/Canvas            *Color-Brown/black/white/navy blue</p>	<p><b><u>Clothes</u></b>            *Casual Shirts, Polo T's, Collared T's, Chinese collars            *Chinos, Trousers, Blue/Black Jeans            *Semi formal Jackets, Business suits. Sweat shirts.</p> <p><b><u>Footwear</u></b>            *Type-Formal shoes with/out laces, Loafers, sports shoes            *Material-Leather/ Suede/Canvas - any color</p>
<b>Unacceptable</b>	<p><b><u>Clothes</u></b>            *Jerseys, Round neck T'shirts/Printed T's with unacceptable remarks, body hugging T's.            *Track pants, Athletic Pants, Torn/ patchwork/ Rugged jeans/Overalls.</p>	<p><b><u>Clothes</u></b>            *Jerseys, Round neck T'shirts/Printed T's with unacceptable remarks, body hugging T's.            *Track pants, Athletic Pants, Torn/ patchwork/ Rugged jeans/Overalls.</p>

	<u><b>Footwear</b></u> Flip Flops, Sandals ,Slippers, Floaters, Sports Shoes	<u><b>Footwear</b></u> Flip Flops ,Sandals ,Slippers, Floaters
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**For Women:**

	Monday- Thursday	Friday
Acceptable	<u><b>Clothes</b></u> *Shirts with or without Chinese collars *Sarees, Suits, Kurtis, Indian salwaar kameez, semi-formal tops. *Trousers, Leggings, Jeggings, Plazzos, Loose trousers, Indian wear, long skirts, Blue/Black Jeans. *Semi-formal Jackets, Business suits.  <u><b>Footwear</b></u> *Western or Indian style footwear ,Loafers	<u><b>Clothes</b></u> *Shirts, Polo T's, Collared T's, Chinese collars, Sarees, Suits, Kurtis, Indian salwar kameez, semi -formal tops. *Trousers, Leggings, Jeggings, Plazzos, Loose trousers, Indian wear, long skirts Blue/Black Jeans *Sleeveless allowed on Friday *Semi -formal Jackets, Business suits. Sweat shirts  <u><b>Footwear</b></u> Western or Indian style footwear, Loafers, sports shoes
Unacceptable	<u><b>Clothes</b></u> *Jerseys, Round neck T-shirts/Printed T's with unacceptable remarks, body hugging T's, Miniskirts, Short dresses, Spaghetti tops. *Track pants, Athletic pants, Torn/ patchwork/ Rugged jeans. * <b>Sleeveless not allowed</b>  <u><b>Footwear</b></u> *Flip Flops, Sandals & Floaters. Sports Shoes	<u><b>Clothes</b></u> *Jerseys, Round neck T-shirts/Printed T's with unacceptable remarks, body hugging T's, Miniskirts, Short dresses, Spaghetti tops. *Track pants, Athletic pants, Torn/ patchwork/ Rugged jeans.  <u><b>Footwear</b></u> Flip Flops, Floaters

**Points to take care of:**

- **Clothes which are too tight, short, revealing or having low cut necklines and deep armholes should be avoided.**
- Employees should not wear clothes that have distracting or offensive words, terms and pictures.
- Some employees are allergic to the chemicals in perfumes, so do wear these substances with restraint.
- Please refrain from wearing clothes that make you look messy or untidy.
- All male employees are expected to have clean shaved or well-trimmed beard.
- Employees should not wear clothes that have religious connotations or which may hurt religious sentiments of their co-workers.

The Company expects all its employees to take charge of their dressing and grooming so as to maintain a professional work environment within the Company.

Where an employee fails to dress appropriately as per the terms of this policy, the employee shall be given a verbal warning by his/her Project Manager or by the HR department. The employee may also be asked to go home and change his/her attire if it is found offensive or unsuitable. Progressive disciplinary action will be taken if the offence continues.

This policy is applicable from **January 1, 2017**.

*Review: This policy will be reviewed from time to time and the company reserves the right to modify or withdraw the policy at its discretion.*

**Version Control**

<b>Version</b>	<b>Last edited on</b>	<b>Last edited by</b>
Version 1.1	January 2013	Ranjana Singh
Version 1.2	November 2014	Ranjana Singh
Version 1.3	January 2017	Ranjana Singh