



Nayara Energy Limited

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CORPORATE ATTIRE POLICY

DOCUMENT CONTROL

Document Title	Corporate Attire Policy
Prepared By:	Human Resources
Reviewed By:	Head HR
Approved By:	CEO
Effective Date:	October 01, 2010
Document Expiry Date:	NA
Document Applicability:	This policy is applicable to all Essarites M01 – M11 and also trainees during their training period whilst at Nayara Energy
Document Classification:	Company Confidential
Document Distribution:	This is a proprietary document owned by HR. It's use & publication is restricted and permission to do the same is with HR.

DOCUMENT HISTORY

Version Number	Author	Change details	Approver	Approval Date
1.0	-	Introduction of Policy	-	-
1.1	-	Modified as per the internal review	-	October 01, 2010



Table of Contents

1. PURPOSE:..... 3

2. SCOPE: 3

3. PERSONAL APPEARANCE: 3

4. POLICY ENFORCEMENT: 4

1. PURPOSE:

Your representation as Employee is accentuated by your Corporate Image. This is strongly linked with your appearance and the outfit you wear when you deal with internal and external customers. Business attire gives you a distinct identity which can send out positive message. We at Nayara Energy, will observe the following laid out policy guidelines to maintain our corporate image and representation. The purpose of this policy is to broadly define the dress code employees are expected to observe whilst they are working.

2. SCOPE:

This policy is applicable to all:

- Employees M01 – M11 and also
- Trainees during their training period whilst at NAYARA ENERGY

3. PERSONAL APPEARANCE:

3.1 Safe and Smart:

Employee clothing, hairstyle, and jewellery should be such that it does not hinder safety at plant/ office/ outdoor work.

3.2 Customer / External Contact:

Our customers judge the company not only by the quality of the products and services we provide, but also by the appearance of the people with whom they deal. It is therefore essential that employees dress well and look professional at all times whilst they deal with our customer.

3.3 General Contact:

Our image with vendors and the general public is as important as that with our customer. It therefore follows that our dress should be in accordance with professional dress standards.

3.4 Professional Dress Standards for Gentleman:

- For the office business formal dress is expected.
- This would require formal – trousers and full sleeves shirts tucked in with a neck tie.
- When attending meetings outside of the office, a suit, or a business jacket to blend with the trouser, full sleeves shirt tucked in, neck tie is a must.
- Formal shoes black/brown must be worn at all times. Sport shoes or casual shoes should not be worn in office. Socks and shoes must be hygienic and well maintained.
- Clothing must be clean, neat and well ironed.
- Denim trouser or shirts are not to be worn in the office under any circumstances.
- Encourage use of mild deodorants/perfumes, etc - avoid embracement of body odour.

3.5 Professional Dress Standards for Ladies:

- On all working days, business formal dress is expected.
- You may wear: Sari/ salwar suit/ business suit, or a skirt/blouse combination with appropriate formal shoes/ sandals.
- Slacks are permitted, but must be of a dress fabric (no denim or casual slacks) and must be accompanied by a jacket.
- Clothing must be clean, neat and well ironed.

- When attending meetings outside the office premises women associates should wear appropriate formal dress i.e. business suit/ Sari/ salwar suit/ dress with appropriate formal shoes/ sandals.
- If a slacks/blouse combination is worn, a jacket must be part of the outfit.
- Jewellery is a personal choice; however, it should not be too flashy.
- Extreme hair style or colour is not appropriate for business hours.
- Makeup should be subtle and sober.
- Encourage use of mild deodorants/perfumes, etc - avoid embracement of body odour.

3.6 Working at Client's Site:

- At the client's site, the business environment of the client always takes priority and business formal attire is to be observed, where such attire is the dress code of our clients.
- Employees are to be dressed at a level consistent with the way the client senior management dresses.
- When in doubt please check with your manager about the appropriate dress code at client's site.

3.7 Attires Unacceptable in Office Premises:

- Dirty/faded/torn/worn out/wrinkled clothes
- Shorts/track pants/mini-skirts or dresses (above knee length)
- Crop tops/tank tops/tube tops/halter tops/clothes made of see through materials/deep cut necklines
- T-shirts/sweatshirts with corporate logos other than Nayara Energy logo or Nayara Energy client logo, offending picture or phrases/statements/political views or captions on them
- Unpolished/torn shoes, slippers/flip flops/floater or sport shoes

4. POLICY ENFORCEMENT:

- The Admin team has the primary responsibility to ensure that employees come suitably and formally dressed on all working days as per the Professional Dress Standards stated in this document. When an employee is not following the guidelines, the Admin can alert BHR, should try to resolve the problem through an informal discussion with the employee involved. If, despite the above the employee continues to disregard dress code, the Admin team will refer the matter formally to BHR by mail with the name of the employee.
- No dress code can cover all contingencies - so one needs to exert a certain amount of matured judgment in the choice of clothing for work. If you are unsure about acceptable professional attire for work, please feel free to have a chat with your Manager or your BHR representative.



Any attire deemed inappropriate or unprofessional as per the above listing would be addressed with the individual by his/her Manager or BHR.