

Reference No.	Dated	Policy	Prepared by	Reviewed by	Approved By
HR-04-21	1-Feb-21	Dress Code policy	HR	COO	CEO

1.0 Preamble

To simplify and lay down the guidelines required for dressing standards and appearance at office.

2.0 Scope

All employees at work must maintain appropriate standard of dress and personal appearance in a professional manner both within the workplace and when representing the Company in outside events. The policy is not exhaustive in defining acceptable and unacceptable standards of dress, and staff must use common sense in adhering to the principles defined in the policy.

Where necessary the HR Department can disseminate appropriate information explaining cultural dress and customs. However, priority will be given to health, safety and other similar considerations.

3.0 Policy Coverage

- While working for the Company employees represent the Company.
- The appearance of employees contributes to our reputation and the development of our business.
- All employees are required to be neat, clean, tidy and of smart appearance in a way to present themselves at all times, whether working on the Company's premises or elsewhere.

4.0 Acceptable and Unacceptable Dress Wear

	Men	Women
Acceptable Formal dress wear	Formal trousers, Formal collared shirts (tucked in), Ties (optional), Business suits, Safari suits, Blazers, Sweaters, Cardigans Formal Shoes	Formal trousers and shirt, Knee or ankle length formal skirts, Salwar kameez, Sarees, Formal shoes / sandals with reasonable heels
Acceptable Smart business casuals	Casual trousers / Jeans, Collared and tucked in Shirts / T-Shirts with collar, Turtlenecks, Corduroys, Sport Coats / Jackets, Leather Jackets Formal / sports shoes/Sandals	Casual trousers / Jeans, Knee or ankle length skirts, Kurtis, Turtlenecks, Corduroys, Sport coats /jackets, Leather jackets Formal shoes and sandals with reasonable heels, sports shoes,

		Mojhris.
Unacceptable Dress Wear	Flashy and body hugging clothes Worn out and Sandblasted jeans or jeans with flashy patterns / patches Shirts with slogans or potentially offensive words / images and cartoons Non-collared shirts, dhotis, kurta pyajma /shorts T-shirts without collar, shirts with casual images and motifs / short kurtas Dungarees, Warmup / Tracksuits, capris, Cargo pants/jeans Shoes without socks, Hawaii chappals/floaters	Wrap arounds / ruffled skirts / mini-skirts / shorts, capris Vests, Halter tops, tank tops, midriff / short tops / off shoulder tops/ spaghetti tops / low cut necklines Hawaii chappals / floaters Flashy jewellery and heavy make up

5.0 Certain items not permitted at work :

- Dirty/frayed/torn clothing;
- Very short miniskirts;
- Leggings (unless worn with boots and a dress);
- Hoodies;
- Low cut T-shirts, blouses and transparent clothing;
- Sports clothing, for example tracksuits and sports shirts;
- Flip-flops;
- Clothing that displays slogans or symbols especially those that could cause offence or
- Clothing or jewellery that could present a health and safety risk.
- Where the wearing of jeans is permitted (see above) they should be clean, of smart appearance and worn in an appropriate manner so as not to offend others.
- Tattoos are to be kept covered during working hours. Facial piercings are to be covered or removed during working hours.

Employees meeting with agents, Channel Partners or representing the Company are required to be in formals. In this regard, acceptable attire is smart business wear i.e. suit or smart jacket and trousers/skirt/dress. No Casual dressing is allowed at sales gallery during any working day/ weekend.

6.0 Employees who are required to wear Uniform

- Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their line manager.

- Uniforms must always be clean, ironed and worn in a presentable fashion.
- Maintenance of the uniform provided by company would be responsibility of the employee.
- The uniforms issued must not be altered in any way without the Company's permission.
- Wherever uniforms are issued by the Company, they would remain the property of the Company.
- While working in the sales gallery, employees are not allowed to wear casuals.
- Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on end of employment.
- Hair should be clean, combed and neatly trimmed or arranged.
- Sideburns, moustaches and beards should be neatly trimmed.
- Tattoos and body piercing (other than ear rings, nose rings) should not be Visible.
- Nails should be clean & properly cut.

7.0 Employees who are required to wear protective clothing and equipment

- Employees who occupy roles that require protective/safety clothing or footwear are obliged to wear such clothing while carrying out their duties as required by safety guidelines laid by company.
- All sites will have dress code policy displayed to be followed in line with health and safety guidelines.
- The concerned safety officer at each site shall be responsible for displaying the required norms before entering the site.
- Wearing nail varnish is not permitted.
- These rules are in place for safety/hygiene reasons.

Disclaimer on Modification/Withdrawal

This is an internal company policy and may be subject to change from time to time and without prior notice. At the sole discretion of the Management the policy can be modified in whatsoever manner, or be completely / partially withdrawn, at any time, depending on the business situation of the Company.