

## **2 DRESS CODE**

Company expects employees to dress appropriately in business attire. Because our work environment witness frequent visits from customers, clients, and the public hence professional business attire is essential.

### **2.1 Monday to Friday**

**2.1.1** Business attire for men includes suits, formal full sleeved / half sleeved shirts and formal trouser with appropriate shoes that are typical of business formal attire at work.

**Avoid: Rolled up sleeves, sandals.**

**2.1.2** For women, business attire includes trouser, skirt suits and in Indian formals: Saree, Punjabi Dress, Kurtis Etc. appropriate to a formal business attire environment.

**Wearing Jeans or any casual attire is strictly not allowed.**

**2.2** Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and employees professional image to clients should be the factors that are used to assess that employees dressing in business attire that is appropriate.