

## Dress Code Policy:

### Purpose

This Dress Code Policy is established to ensure employees present a professional image while allowing some flexibility during the workweek. It aims to promote a positive and respectful workplace environment aligned with our company culture and client-facing responsibilities.

### Dress Code Guidelines

#### Monday to Wednesday – Office Formals

Employees are expected to dress in **formal business attire**. This includes but is not limited to:

- **Men:** Dress shirts, formal trousers, blazers/jackets (optional), formal shoes.
- **Women:** Formal blouses/tops, trousers, skirts, formal dresses, and formal footwear.
- **General:** Clothing should be clean, well-pressed, and modest in nature. Avoid loud prints or excessively bright colors during formal days.

#### Thursday and Friday – Business Casual / Smart Casual

Employees may wear **casual yet professional** attire that maintains a neat and respectful appearance. This includes:

- Polo shirts, smart t-shirts, jeans (neat, without rips or distress), casual dresses, casual shirts, and sneakers.
- Avoid shorts, flip-flops, non-collared t-shirts, tank tops, Sleeveless and overly revealing or distressed clothing.
- Ensure casual wear is appropriate for the workplace and does not display offensive language, graphics, or symbols.

### Exceptions

- Client meetings or external events may still require formal attire, regardless of the day. Please dress accordingly when representing the company.
- The management may announce special dress themes or days (e.g., cultural day, festive wear) which temporarily override this policy.

### Enforcement

Supervisors and HR reserve the right to address non-compliance. Repeated violations may result in disciplinary action in accordance with company policies.