

# Policy on professional attire at the workplace

Control Information	
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## 1. PURPOSE

HTC Global Services believes that our associates are the brand ambassadors of the organization. They represent the company by their external appearance and conduct. The dress code policy aims to strike a balance between professionalism and comfort ensuring a formal physical appearance.

## 2. USER OF THE DOCUMENT

This policy applies to all associates of HTC Global Services (India) Private Limited and other group of companies under HTC Global Services. Associates working out of client locations will be governed by the code of conduct of their respective clients.

## 3. POLICY DETAILS

To foster a professional and orderly atmosphere, the organization believes that attire plays a pivotal role. By adhering to these guidelines, we ensure that our associates represent our brand effectively and feel confident in their appearance.

Business Casuals	<ul style="list-style-type: none"> <li>• <b>For Men:</b> Formal trousers/ Corduroys, formal shirt, Tie, Leather shoes, blazers/jacket, suits</li> <li>• <b>For Women:</b> Formal trousers/skirt, dresses, shirt, salwar kameez, saree, sandals/shoes</li> </ul>
Smart Casuals	<ul style="list-style-type: none"> <li>• <b>For Men:</b> Full length jeans, chinos, t-shirt (with collar), sport shoes, sneakers or business casuals as above</li> <li>• <b>For Women:</b> Full length jeans, t-shirt (with collar), long tops, kurta, sport shoes, sneakers, strappy sandals, flats</li> </ul>
Not allowed	<ul style="list-style-type: none"> <li>• T-shirts with obscene/offensive/inappropriate political, racist, harassing, or discriminatory words, logos, graphic pictures, cartoons and slogans.</li> <li>• Round neck T-shirts and Hoodies</li> <li>• Hawaii slippers of any kinds, floaters, Open-toe footwear</li> <li>• Torn jeans, Ankle jeans, workout clothes or shoes</li> <li>• Short skirt/dresses above knee length, Tank tops, tube tops, halter tops with spaghetti straps, midriff length top, off the shoulder top, cold shoulder sleeves</li> <li>• Capri pant, cargo pants, harem pants, Bermudas, shorts, 3/4<sup>th</sup> pants, blouse, or dresses with plunging necklines</li> </ul>
Grooming	<ul style="list-style-type: none"> <li>• <b>For Men:</b> Well-maintained haircut /Ponytail, clean shaven or neatly trimmed beard and or moustache. basic hygiene</li> <li>• <b>For Women:</b> Well-maintained hairstyle, basic hygiene</li> </ul>

#### 4. GENERAL GUIDELINES:

- Ensure to adhere to the professional attire policy whenever you are at the workplace or attending meetings / conferences / other engagements while representing the organisation.
- It is imperative for associates to always wear the valid ID cards while on office premises. Please ensure to always display your ID cards within the workplace.
- Associates working out of client locations are to adhere to the professional attire policy as defined by the client.

#### 5. WAIVER AND AMENDMENT OF THE POLICY

The Human Resources team will monitor the effectiveness and review the implementation of this Policy, regularly considering its suitability, adequacy, and effectiveness.

The company reserves the right to alter, append or withdraw this policy from time to time either in part or in full based on management's discretion.

#### 6. AMENDMENT RECORD

Version #	Description	Section #	Release Date
0.0	Initial Document Preparation	All	7-Aug-2024