

# UNIFORM DRESS CODE & CORPORATE ATTIRE POLICY

Document Control			
Document Code:	HR/Gen/Policies/2023	Date of Issue:	1 May, 2023
Document Owner:	HR Dept.	Last Update:	1 May, 2023
Approved By:	Director		
Distribution:	All employees.		
Policy effective from:	1 May, 2023		

# ISHAN TECHNOLOGIES

## Introduction:

In order to maintain the professional environment within the office, all employees while on duty are expected to dress and present themselves in a manner that reflects professionalism and commitment to quality, safety and hygiene. Employees are encouraged to dress in a manner that does not distract and does not reflect a sloppy or unprofessional image.

## Purpose

To ensure that all employees of **Ishan Technologies** present a professional and consistent image to our customers, clients, and visitors. This policy outlines the guidelines for employees regarding the appropriate dress code to follow while at work.

## Policy

### For Corporate / Location Offices

- The minimum acceptable dress code is Business Casuals. Business casuals include plain / striped or small checkered formal collared Shirts & Cotton trousers for men. Saree/ Salwar kameez/ churidar kurta, Pant/ skirt & top/ Shirts for women. The working days preceding weekly offs, Office employees may wear casual attire, limited to jeans or corduroy pant and collared T-shirt. The employee may also wear uniform shirts / T-shirts, if provided to them. Round neck T-shirts needs to be avoided. No chappals / sandals / slippers / open footwear is permitted in the office / project premises.

### For Field Staff / Customer facing employees:

- All employees are required to wear Ishan Technologies prescribed uniform during the work hours / when facing the customers, after work hours.
- Employees must maintain a clean and neat appearance while wearing the uniform. Hair should be clean and well-groomed, and jewelry should be limited and conservative.
- Employees must wear appropriate footwear that is covered and safe for their job duties.
- Any additional clothing or accessories worn with the uniform should be necessary for the safe and smooth execution of the tasks.

## General Conditions:

- All employees are responsible for the care and maintenance of their dress / uniform, and must follow the care instructions provided by the company.
- All field / customer facing employees shall be provided uniform dress by the company (maximum two (2) in number) per every year of service. These, if damaged (including wear & tear), should

## ISHAN TECHNOLOGIES

be immediately notified to Admin Manager (through the respective HOD) to arrange for a replacement.

- In case of damage where it is found due to employee's negligence, appropriate cost of such replacement will be deducted from the employees' monthly salary directly.
- **Any violations / neglect / ignorance of this Policy may result in appropriate fine or disciplinary action or both.**

### Exception:

The Director reserves the right to vary the above policy & process on a case to case basis in accordance with needs of business or operations.

### Modification history:

Date of modification	Approved by	Deletion/ Addition	Brief description