



HEXAGON

Dress Code Policy

Revision: 1.0

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Next Revision Date: 01 Aug 2025

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1. Introduction

The purpose of this policy is to provide guidelines towards following a Dress Code while at work which would enhance employee personality and reflect the company image and culture.

2. Scope & Eligibility

This policy applies to all full-time employees, interns, and contractors.

3. Guidelines

All employees should be well-groomed, and attire should project professionalism. The dress code is formal or business casual from Monday to Friday.

- ❖ Please note that Shorts and slippers (Crocs, chappals, etc.) are not acceptable in the dress code for male and female employees.
- ❖ From a security standpoint, displaying ID Cards prominently while on office premises is mandatory. Office security can ask you to prove your identity if you are not displaying the ID card.

Dress Code for Men:

- ❖ Formal or Business casual shirt, Collared T-shirts
- ❖ Formal or Business casual trousers, Jeans
- ❖ Formal Shoes, Sports Shoes, Sneakers
- ❖ **Don'ts:** Round Neck T-shirts, Kurtas, Slippers, Shorts

Dress Code for Women:

- ❖ Indian formal suits, Saris
- ❖ Western formal shirts, Tops, Collared T-shirts
- ❖ Formal Skirt, Jeans, Leggings, Formal or business casual trousers Western Formal Dress
- ❖ Formal shoes, Sports Shoes, Sneakers, and Sandals
- ❖ **Don'ts:** Slippers, Shorts

4. Policy Administration & Exceptions

The People Managers are expected to help maintain the Dress code for their respective teams. Any exception to the Dress code policy should be discussed with the Reporting manager and HR Business Partner. Final approval rests with the HR Head.

5. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	02-Aug-2023	Updating policy in the revised format, ID card display made mandatory at workplace	Anant Gupta	Nousheen Khan