

Dress Code Policy

Policy Summary

This policy outlines Montbleu's guidelines for how to dress in the workplace. Here you will find examples of inappropriate dress and personal presentation, as well as what should be done if an individual is inappropriately dressed.

Policy

All individuals must ensure that they dress appropriately in a manner that best fits and represents Montbleu and their role. Individuals are expected to maintain a respectable standard of personal grooming and always present a neat appearance.

Upholding a presentable and professional dress code ensures that not only do we look professional, but also that we act in a professional manner. Dressing appropriately ensures that we are in the correct mind frame to conduct our jobs effectively and responsibly.

It is expected that all individuals dress and present themselves in a manner that is respectful to their fellow colleagues.

Examples of inappropriate dress are:

- Wearing clothing with offensive slogans, images, or words
- Dressing in a manner that is disrespectful to the opposite sex
- Wearing clothing that is unclean or untidy
- Wearing clothing that is not appropriate for work
- Wearing clothing that is unduly and visibly worn, torn, ripped or damaged
- Being incompletely dressed

All individuals are expected to maintain a presentable level in their personal grooming and appearance. Specifically, this means:

- Maintaining person hygiene
- Ensuring you are clean and presentable
- Avoiding excessive use of perfumes or colognes

Violations of this policy can range from inappropriate clothing items to offensive perfumes and body odor. If an individual is inappropriately dressed, he or she will be required to go home, change into more appropriate clothes, or properly groom, and return to work.

If an individual's poor hygiene or use of too much perfume/cologne is an issue, their manager should discuss the problem with them in private and should point out the specific areas to be

addressed. If the problem persists, managers should raise this issue privately and confidentially with People & Culture.

If an individual continues to dress inappropriately after being warned, this may be grounds disciplinary action. In such cases, it is the responsibility of the individual's manager to confidentially raise this issue with the **People & Culture** team to identify the next steps and course of action for remedy. In such cases, the individual's manager is expected to provide a through documentation/outline of the issue at hand and steps that have been taken to date to resolve the issue.

Acceptable attire for all the teams from Monday to Thursday

For Gentle Men:

Full sleeves/ half sleeves shirts/ Business Casuals tucked in

Pants/ Trousers/ Neat Jeans

Covered footwear (Formal shoes/Sports shoes/ sneakers/Loafers/Slip-ons)

For Women:

Full sleeves/ half sleeves shirts

Pants/ Trousers/ Neat jeans

Indian Suits/ Kurtas/Sarees

Additional Choice of attire for all the teams on Friday:

Collared T-shirts/Sweatshirts/ Hoodies

Covered footwear (Sports shoes/ sneakers)

All other Employees without Customer, Client interactions may continue with the aforesaid practice with the following specific exclusions on all days:

- Loose hipster trousers
- Torn or unclean clothing
- Exposed neck chains or amulets
- Slippers/ Flip flops/Sandals

USER GUIDANCE:

Review your calendars and exercise your own discretion to dress appropriately in line with the day's activities and office environment.

Please use your judgment to adapt your attire such that the spirit of the guideline is maintained. Management reserves the right to point out any inappropriate attire.

The responsibility of implementation and the success of this flexible dress program lies with you and your manager.

Formulated on	Effective From	Prepared by	Reviewed by	Approved By
January, 2023	February, 2023	Nirmal Kumar	Nirmal Kumar & Selva Ramanujam	Selva Ramanujam

Serial No	Version No	Release Date	Description	Prepared By	Reviewed by	Approved By
1	1.1	Sep-1 st -2023	Revised Dress Code policy	Nirmal Kumar	Selva Ramanujam & Nirmal kumar	Selva Ramanujam

*** The Company reserves the right to amend, modify, and revise any or all clauses of this policy depending upon market practices or exigencies of business.*