

## Dress Code Policy

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Our Company believes that employees' work attire should be harmonious with the business environment, representing efficiency, decorum and etiquette befitting a professional organisation. While the Company recognises the need of a comfortable work environment, it is equally, or more, important to ensure a professional atmosphere for effective discharge of duties.

The purpose of the Dress Code Policy is to present a professional and neat appearance and to facilitate safe and healthy working conditions.

Employees must note that the key ingredient of dress code policy is the use of good judgment by individuals. *If you question the appropriateness of the attire, it probably isn't appropriate.*

### Dress Code

- All employees are required to be in formal attire in all the offices and units of the Company.
- At operational units, employees will follow dress code guidelines involving Company uniform. *Further on, the Company will issue guidelines for a common Company uniform at all its units.*
- At other offices, where currently no uniform is applicable, employees will be in formal attire. On holidays, employees may attend office, if required, in casual business attire.
- While visiting operational units, all employees must ensure that they are adequately equipped with attire, accessories and shoes that are necessary as per safety standards.

### Applicability

All employees, auditors / consultants working with the Company on long term basis will be required to follow the Dress Code.

### Enforcement

Enforcement of this guideline is the responsibility of Department managers and other supervisory personnel.

1. If questionable attire is worn, the department manager will hold a personal, private discussion with the employee to counsel the employee.
2. Repeated policy violations will result in disciplinary action.

### Review and Revision

The Company reserves the right to modify or revise this policy at its discretion.

### Definitions

Formals imply "formal wear" as used in the Indian context. *As per Western standard dress codes, minimum requirement would be "business casuals."* An indicative, not exhaustive, list of appropriate formal attire:

- **Men:** business suits, a combination of collared shirt (tucked in) and formal trousers, shoes (not open-toed) with socks
- **Women:** business suits, sarees, salwar kameez, full-length trousers of a non-jeans material / a reasonable length skirt combined with a top (a dress shirt, polo, kurta or sweater set), a dress with appropriate skirt length
- **Please note that jeans, denim wear, T-shirts, and sandals are not part of formals.**

Casuals imply "informal wear" as used in the Indian context and would include jeans, denim wear, chinos, T-shirts, polo shirts, slacks, sandals, sneakers, athletic shoes or open-toed shoes.

**Unacceptable attire** (for either gender): athletic wear or rumpled or ripped clothing, inappropriately revealing attire, evening wear or footwear such as flip-flops ("Hawaii" slippers), etc and loud jewellery and makeup.