



## **DRESS CODE POLICY**

<b>Policy No</b>	<b>Version No</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Policy Release / Revision Date</b>

**A, Purpose:**

This policy is established to provide a harmonized guideline across Quadrant India and to ensure that employees' personal appearance promotes a comfortable and professional work environment and convey a suitable image to our customers, suppliers and community.

**B. Applicability:**

This policy is applicable to all employees with all employment types who are working on Quadrant premises at Hyderabad, Warangal or at work location in which they are conducting business, whether it is at another Quadrant site, customer site, vendor site, or any other work-related location.

**C. Exception:**

In the event practices under this policy conflicts with applicable laws & regulations, the applicable laws, regulations & Customs will govern this policy.

**D. Dress Code for Male Employees**

Attire	Business Formals (Monday – Thursday)	Smart Casuals (Friday)
Trousers	Formal Trousers	Business Casuals, Jeans
Shirt	Plain / stripes / Checks Shirts <b>tucked in trousers</b>	Plain / Checks / Stripes, T-Shirt (Round / Polo / regular collared Only)
Footwear	Formal Shoes	Casual Shoes
Hair & Beard	Should be regularly combed, shaved / trimmed	

**Not Allowed:** Torn Jeans, Shorts, Track pants, chappal, sandals are not allowed.

**E. Dress Code for Women Employees**

Attire Type	Business Formals (Monday – Thursday)	Smart Casuals (Friday)
Indian	Salwar Kameez, Churidar, Kurta, Saree, palazzo etc.	Business Casuals
Western	Formal Trousers, Shirts, Formal Long Skirts	Business Casuals, Jeans, Collared T-Shirt, Long Frocks
Footwear	Slip – On's, Boots, Sandals	Sports / Canvas Shoes, Sneakers & Loafers
Hairs & Jewelry	Hairs: Cleaned, Neatly Combed & Tied Jewelry: Noise making Jewelry like Payal / earrings are prohibited at the work place.	

**Not Allowed:** Crop tops, Short Tops, Sleeveless tops, Short frocks, Short Skirts, any dress above Knee length is not allowed.

## **F. RESPONSIBILITIES:**

### **Management Responsibilities:**

Each Manager and Supervisor is responsible for enforcement of this policy in their respective work areas. Any questions regarding interpretation or application of this policy should be directed to Human Resources for clarification.

### **Employee Responsibilities:**

All employees are required to comply with the requirements as described in this policy.

## **G. Violation and Punitive Actions:**

Any violation of this policy will call for disciplinary action against the employee as outlined in below table:

Violation type	First Instance	Second Instance	Third Instance	Fourth Instance
Dress code Violation	Counseling by immediate superior	Verbal / documented email warning through Dept Head	Formal documented warning by HR	Termination from services of Company
Footwear Violation	Counseling by immediate superior	Verbal / documented email warning through Dept Head	Formal documented warning by HR	Termination from services of Company
Personal Appearance	Counseling by immediate superior	Verbal / documented email warning through Dept Head	Formal documented warning by HR	Termination from services of Company

The Company reserves the right to modify, amend, or rescind this policy at any time. This policy supersedes any prior policies of **Quadrant**, whether written or oral, on the topics covered in this policy.

## **Human Resources**