



## **OFFICE DRESS CODE ADDENDUM**

### **EFFECTIVE: June 16, 2025**

To maintain a consistent and professional work environment, Kanta Electric Corp. is issuing this dress code clarification for all personnel (including both temporary and permanent employees, temporary staff and agency placements).

#### **Acceptable Attire:**

- Business casual or professional tops (must cover shoulders)
- Slacks, chinos, or modest-length dresses/skirts
- Closed-toe shoes or clean, non-athletic dress sneakers
- Company-branded gear (if issued)

#### **Not Permitted:**

- Tank tops, spaghetti straps, crop tops, or sheer/low-cut clothing
- Ripped jeans or gym/athletic wear
- Flip-flops or overly casual footwear
- Athletic sneakers (except on designated field workdays or Fridays)

These guidelines apply during business hours or anytime employees are on Company premises or representing the Company. We appreciate your cooperation in maintaining a client-ready and respectful office environment.

If you require a reasonable accommodation or have questions about appropriate attire, please contact: Parag Kapadia, Parag@kantaelectric.com; 315-255-3775

#### **Acknowledgment of Receipt and Understanding**

I acknowledge that I have received and reviewed the Office Dress Code Policy Addendum dated \_\_\_\_\_. I understand that compliance with these guidelines is expected as part of my continued employment with Kanta Electric Corp.

Employee Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_