

Dress Code & Appearance Policy

Objective

This policy is designed to guide employees on the required standards of dress and appearance. Employees must maintain an appropriate standard of dress and personal appearance at work and conduct themselves in a professional manner at all times both within the workplace and when representing the Company.

Intended Recipients or Applicability

This policy is applicable to all the employees of PeopleLogic Business Solutions Private Limited.

Purpose

All employees are required to be neat, clean and tidy and well groomed and be in a way that is presentable and ready for a business meeting. Please maintain hygiene and be in an acceptable condition for working in a group.

As we are in a client servicing business, we need to be pretty strict about this and cannot afford to accommodate any violations of this policy.

Monday to Thursday

Men : Dress Code

- Formal shirt, pant and formal shoes (no sports shoes/chappals /sandals)
- Must be clean shaven and mustache, if kept must be neat and well trimmed

Women : Dress Code

- Formal western clothes (formal shirt, pants/ skirts), Indian wear (salwar kameez, saree)

Be presentable anytime for an external meeting.

Friday

- Smart casuals on Friday

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	