

1. Objective

This policy aims to provide clear guidelines on dress code expectations within the workplace. We aim to ensure that all employees feel comfortable and professional, while respecting the company's culture and values.

2. General Guidelines

Employees' attire should align with the work environment and the role they hold.

All employees are expected to maintain a professional appearance, whether working in the office or remotely.

On video calls or virtual meetings, employees should dress appropriately, as if they were in the office.

3. Casual Attire

Employees in office environments: adopts a casual and comfortable dress style, allowing employees to express their personal style as long as it is appropriate for the work environment and formal for meetings.

Examples of appropriate casual attire: T-shirts, polo shirts, long-sleeve shirts, jeans, skirts, and dresses.

Examples of inappropriate attire: Torn clothing, offensive or inappropriate prints, overly casual clothes like shorts, flip-flops, or swimwear.

4. Attire for Events and External Meetings

For corporate events or external meetings, employees are expected to dress in a more formal manner, depending on the type of event and the client's culture.

Recommended attire includes shirts, blouses, tailored pants or skirts, and closed shoes. may provide additional dress code guidelines for specific events.

5. Attire for Video Conferences

During video conferences, employees should dress professionally, especially when meeting with clients, superiors, or other stakeholders.

Avoid clothing with overly bright patterns or colors that may interfere with the video quality (for example, very bright clothes or colors too similar to the background).

Personal grooming, including hair and hygiene, should also reflect a professional appearance.

6. Role-Based Attire

Dress code may vary based on the role. For employees in leadership positions or those who interact directly with clients, a more formal dress standard is recommended.

For employees in roles that do not require direct interaction with clients, casual attire is more appropriate, as long as professionalism is maintained.

7. Cultural and Religious Considerations

respects the cultural and religious choices of its employees. If an employee requires adaptations to the dress code, such as specific clothing for cultural or religious reasons, the company will make reasonable adjustments.

Adaptation requests should be made directly to the Human Resources department, which will evaluate possible alternatives.

8. Hygiene Standards

All employees must maintain an appropriate level of personal hygiene, including caring for their clothing, hair, and nails, to ensure a clean and professional appearance.

The use of perfumes or deodorants should be done discreetly, respecting shared spaces.

9. Employee Responsibility

Employees are responsible for ensuring that their attire complies with the guidelines and that their clothes are clean and in good condition.

If there are any doubts about what is appropriate, employees should consult their direct supervisor or Human Resources for further guidance.

10. Consequences of Non-Compliance

Failure to adhere to the dress code may result in a conversation with the immediate manager to align expectations.

Repeated violations or behavior that harms the company's image may result in corrective actions, as outlined in the internal conduct policy.

11. Policy Review

The Dress Code Policy will be periodically reviewed to ensure it remains aligned with the company's culture and the needs of the workplace.

Any changes will be communicated to all employees in advance.