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| **GLOPLAX - Dress Code Policy** |

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| **Policy Name:** | **Dress Code Policy** |
| **Policy ID:** |  |
| **Functional Owner** |  |
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**Document Change Management**

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| **Version** | **Approved Date** | **Effective**  **Date** | **Review Date** | **Author** | **Change Description** |
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**Purpose**

The purpose of this policy is to ensure that Gloplax team members always present a professional image. Team Members are expected to exercise good judgement while choosing the appropriate work attire.

**Applicability**

All Team Members, inclusive of Full time, Part time, and Contractors

**Policy Details**

Gloplax’s dress code is business casual on all working days, unless specified.

Business units may designate certain days as formal business attire, depending on business requirements, which need to be followed.

The standards prescribed by the client to be adhered by the Team Member and when invited to a customer event, guidelines prescribed by the customer to be followed.

Business Casual includes but not limited to collared shirts, jeans, long trousers, for both men and women.

Knee length dresses, tunics, sarees, salwar's for women.

Team members are expected to always maintain a clean and neat appearance while at work.

Work attire must be clean, ironed, not torn and should comply with the guidelines of Gloplax while interacting with team members, customers or visitors.

Team Members are expected to adhere to the dress code policy in office and outside while on work, on business travel, customer visits/meetings, on video calls while working from home, and when representing the company in any event.

Gloplax has the right to revise, modify, rescind this policy at any time without prior notice.

**Accountability**

Team Members, Reporting Managers, Human Resources

**Allied Policies**

**Group Standards**

**Statutory Requirements**

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| **Policy Owner**  Head of HR |  |
| **Policy Approver**  Head of HR |  |
| **Policy Exception Approver**  Head of HR |  |

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