

# Dress Code Policy

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### Policy brief & purpose

Our **dress code company policy** outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### Scope

This policy applies to all our employees. [Policy elements](#)

These dress code rules always apply:

- ♦ All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- ♦ All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed.
- ♦ All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.
- ♦ All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- ♦ Employees must avoid clothes with stamps that are offensive or inappropriate.

#### ***Dress code Monday & Tuesday (Mandatory) –***

*Formal/Business Formal For Men- Full sleeves shirt*

*Trouser*

*Formal*

*Shoes Belt*

*For Women- Suit/Kurti /Saree/leggings/palazzo*

*pants/salwar Trouser*

*Shirt*

*Formal Skirts*

*Business*

*Formal*

***Wednesday to Friday-***

*For Men - Shirt / T-Shirt, Trouser / Jeans & Shoes / Sports Shoes / Canvas Shoes or the same, as Monday to Friday Slippers / Sandals are not allowed for men on any of the days, while in office, with the exception, in case of any medical problem in the feet.*

*For Female- T-Shirt/Top /Trouser / Jeans & Shoes / Sports Shoes / Canvas Shoes /Ballerina etc*

- Round Neck t-shirts & Floaters are not allowed until unless in any medical emergency.

**Disciplinary Consequences**

When an employee disregards our dress code, their supervisor/HR should reprimand them. The employee should start respecting our dress code immediately. In some cases, supervisors/HR may ask employees to returning home to change.

Employees may face more severe consequences up to a salary deduction or fine Rs. 500 or termination if:

- Their appearance causes irreparable damage, like loss of a major client impacting organization brand image. They repeatedly violate our dress code.