



Dress Code Policy

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Policy Name		Dress Code
Version No	4.0	
Contact Person	HR – Employee Services Head	
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Date: 04-Jan-2019	Approved By	India HR Head (Anil Jalali)	

I. Distribution List

Issued to all employees, contractors and trainees of Capgemini (including its subsidiaries and affiliates) in India (collectively referred to as “Capgemini” solely for the purposes of this document).

II. Version History

Version	Date	Description
1.1	July 1, 2008	Release of document
2.0	March 28, 2013	Revision and enhanced definition
3.0	June, 12, 2017	Review and harmonization of policy across BUs in Capgemini
4.0	January 04, 2019	Change of policy to Smart Casuals for all days

III. Objective

The objective of having a dress code policy is to reflect appropriate professionalism of attire of employees, contractors and trainees in the work environment. While this policy provides a guideline in terms of acceptable dressing, it is essential to keep in mind that the overriding standards of our dress code are professionalism and appropriateness.

IV. Abbreviations

BU	Business Unit
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V. Definition

- "Individuals" includes all employees, contractors (including Sub contractors) and trainees/ interns of Capgemini.
- Holidays include all such days as are pre-approved and published by Capgemini for a calendar year and include such holidays declared under state specific laws as national or public holidays.
- "Workplace" includes all office locations of Capgemini across India and/or any place visited by Individuals arising out of or during the course of employment.

VI. Scope

This policy applies to all Individuals at the Workplace. The dress code also applies to all meetings and events organized by Capgemini.

VII. Policy details and Guidelines

1. The dress code for all Individuals is **smart casuals and business formals, on all days**.
2. Dress should be neat and have a professional appearance. Anything that is too loud, bright or see-through, should be avoided. As a premier professional services company, our image, including the attire one wears, is of paramount importance.
3. Attire at a client site should be based on the client's dress code policy. In the absence of any guidelines at client location, Individuals are expected to abide by Capgemini's Dress Code policy. In case of doubt regarding appropriate dress for a client site, please consult your Manager or BU / Local HR representative.
4. Individuals should note that their attire (at all times) should be suitable enough for them to appear before clients / other external visitors.
5. Communication concerning specific Capgemini events will usually state expectations about appropriate dress code for the event. In the absence of specific guidelines, Individuals should assume that formals is appropriate.

6. There might be specific instances like visits by clients or CG leaders where employees in the specific BU / project will be expected to be dressed in formals.
7. Relaxed casual dress days (like ethnic day or any other events) may be allowed within BU teams in conjunction with a special event with prior notice and approval from the BU Head and the BU HR of the unit.
8. Work attire should not include any message, emblem, image, illustration, verbiage or content which is offensive to sensibilities in general and more specifically to any religion, caste, gender, preference, culture, province or race.

Please refer to “**Annexure 1**” for appropriate and inappropriate clothing.

VIII. Violation and Redressal Mechanism

1. The security personnel is authorized to seek for and maintain records of IDs of all Individuals violating dress code policy. These instances of violation will be reported to HR representatives for appropriate actions. Individuals must cooperate with security personnel. Such employees will be sent formal advisories/ communications to adhere to the dress code policy.
2. Managers/ supervisors must counsel Individuals who are in violation of the Dress Code Policy.
3. BU HR / Location HR representatives will be authorized under this policy to initiate appropriate action against any violations.
4. Repetitive failure to adhere to the policy would be treated as misconduct and a formal disciplinary process may be initiated, which could result in further action, as appropriate.

IX. Exceptions

1. Individuals will be allowed to wear comfortable foot wear / clothing during their pregnancy or other health conditions/ injuries that require them to wear foot-wear with soft soles or any other comfortable clothing that is appropriate and yet professional.
2. During the monsoon seasons, entering the Capgemini premises in rain shoes and changing over to formal foot wear on reaching work stations. Individuals availing this exception must show the presence of appropriate footwear.

Note: The above exceptions will have to be approved by BU HR.

X. Management Rights

Capgemini reserves the right to amend this policy from time to time, without prior notice.

XI. Annexure 1

The below list is illustrative and not exhaustive. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance at work. No dress code can cover all contingencies. Hence, we expect Individuals to exercise their good judgment while dressing keeping the spirit of the policy in mind.



Smart Casual Guidelines *For Men*

Appropriate



Clothing

- Full length: formal trousers, gabardines, khakis
- Business casuals, jeans, corduroys
- Formal full sleeves, half sleeves (collared and tucked in), Collared T-Shirts



Not Appropriate



Clothing

- Cargos, cowboy pants, big check pants, three fourths, exercise pants, sweatpants, jeans with flashy patterns, shorts, bermudas, torn/ distressed and dirty Jeans / Trousers, dhotis, pathan suits, kurta-pyjama
- Sleeveless, t-shirt with slogans of any kind, pictures, graffiti, collarless t-shirt, bright and flowery shirts with casual images/ motifs / short kurtas, sweatshirts





Smart Casual Guidelines *For Men*

Appropriate



Footwear

- Leather / suede closed shoes
- boots, sports shoes, sneakers



Not Appropriate



Footwear

- Chappals, Floters, Sandals, Slippers, open shoes





Smart Casual Guidelines For Women

Appropriate



Clothing

- Indian: Salwar kameez, churidar, kurta, sari
- Trousers: Formal trousers, ankle length trousers, gaberdines, khakis
- Skirts: Long / knee length skirts with plain / faint stripes
- Shirts: Collared shirts / Collared T-Shirts in combination with elegant trousers
- Tops: Plain, lace, formal jackets (non-transparent)
- Dresses: Knee length with plain / faint stripes, Knitwear, plain satins



Not Appropriate



Clothing

- Indian: Anything that may appear to be too loud and more suitable for a party environment (Except when worn during specific events e.g. Ethnic Day)
- Trousers: Capri / three fourths, shorts / bermudas, shiny trousers, hipsters, suspenders, shorts, torn/ distressed and dirty Jeans/ Trousers
- Skirts: Mini-skirts, wrap around, shiny party wear, anything above the knee
- Tops: Tank tops, tube tops, crop tops, figure hugging tops without jacket, spaghetti, halter top, cold shoulder top, graffiti and slogans of any kind, clothes made of see through materials
- Tube dresses, figure hugging without jacket, spaghetti, halter, clothes made of see through materials, mini dresses, shiny party wear, anything above the knee.





Smart Casual Guidelines *For Women*

Appropriate



Footwear

- Slip-ons, leather / shoes, leather / suede sandals
- Court shoes, keds, boots, suede shoes, sandals, sports shoes, sneakers



Not Appropriate



Footwear

- Slippers, sports sandals, floaters

