

## **1. DRESS CODE POLICY**

**REF NO: HR/CIR/15/ FEB/2018**

The objective of dress code policy seeks to set acceptable standards to guide employees as to what deemed appropriate to wear to work. The formality of workplace dress is determined by the context and nature of work performed, as well as the level of interaction with internal and external clients.

Each Staff is required to be circumspectly and formally dressed during working hours.

On a normal working day ladies can wear Saree / Churidhar/ western wear. For formal occasions ladies are required to wear sarees.

Men can wear shirts and trousers on a normal working day. Jeans and T-Shirts are not allowed on normal working days except Saturdays.

On Saturdays smart casuals can be worn.