



Dress Code Policy & Rules for employees

- Employees should come neatly and cleanly dressed and should be well groomed
- The dress should be appropriate to the work environment
- The attire should project professionalism. The attire employees are expected to wear business, business casual, smart casual and casual as per the rules and day allotment done by organization. The clothes with rips, holes or tears are not allowed'
- Clothes offensive to other employees or public should be avoided

Appropriate Attires:

Men	Women
• Formal shirts with buttons and collars • Formal pants • Formal shoes	• Salwar, uniform saree, Chudidar set, cotton kurtis with Duppata • Formal footwear

Inappropriate Attires:

	Men	Women
Hair	• Hair longer than the shirt collar line • Unshaven or untrimmed facial hair	-
Ornaments	• Fad chains or beads • Friendship bands and other accessories	• Body piercing • Heavy jewellery, noisy bangles, noisy anklets
Footwear	• Plastic/rubber slippers	• Plastic/rubber slippers • Excessively high heels • Bright flashy coloured shoes or sandals
Attire	• Wearing unbuttoned shirt • Loud coloured shirts on a Weekday • Collar-less T-shirts, brightly printed or brightly coloured	• Loud coloured Kurthis on a weekday • Clothes of transparent material



	shirts • Shirts with cartoon characters or offensive words, pictures or logos. Track/exercise pants and shorts • Bermudas, form fitting • Clothes of transparent material	
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Appropriate Smart Casual Attire:

This is applicable only on **Saturday**

Men	Women
• Casual Shirts, T-Shirts, polo neck T-shirts with collar • Jeans pant or casual pants • Sports shoes	• Casual kurthis and jean pants with tops

Disciplinary Consequences:

- An obvious policy violation occurs, the HR Manager will hold a private discussion with the particular employee and ask the employee to go home and change his/her attire immediately
- Disciplinary action will be taken by the organization if the problem of inappropriate attire persists.

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