

Policy: Dress Code	Effective Date: 1 <sup>st</sup> Oct 2018
Issue: HR/005	

### 1.01 State of Purpose:

Our dress code company policy outlines how we expect our employees to dress at work. Employees should note that their appearance matters. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

### 1.02 Scope

This policy applies to all our employees.

### 1.05 Policy Highlights

These dress code rules always apply:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity isn'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 inappropriate aren't allowed. I.e T-shirts, slippers and sandals.
- All clothes must be clean and in good shape.
- Dress-down Friday: Employees can wear more casual clothing like jeans, sharwal-kameez, slipper, sandals etc.

### 1.03 Procedure

Our company's official dress code is *Business Casual & Smart Casual*.

We may change our dress code in special cases. For example, we may require employees to wear semi-formal attire for an event. Then, both male and female employees should wear suits, ties, white shirts and appropriate shoes.

An employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

### 1.04 Consequences

When an employee disregards our dress code, their supervisor should reprimand them. The employee should start respecting our dress code immediately.

Employees may face more severe consequences up to and including termination, if: Their appearance causes irreparable damage, like loss of a major client or they repeatedly violate our dress code.