



Dress Code

Purpose:

Dress Code object is for uniformity purpose among the employees. This will improve the company one step ahead. The employee will get confidence level and help to improve the personality also.

Eligible:

- ❖ To All employees.

Procedure:

[a] From Monday to Friday

Gents

- ❖ Full Pants (formal pants and not jeans)
- ❖ Formal Shirts: Half Shirts or Full shirts (with sleeves buttoned up) tucked in.
- ❖ Leather Belts and shoes with socks

Dos and Don'ts

- ❖ Keep the hair clean, trim and neat.
- ❖ Keep beards and mustaches trimmed or clean shaven
- ❖ Do not chew food, gum or gutkha in the office
- ❖ Do not wear Slippers and Sandals
- ❖ Do not wear shirts and T-shirts with writing or cartoons

Ladies

- ❖ Salwar Kameez / Saree Or
- ❖ Full Pants and formal shirts

Dos and Don'ts

- ❖ Do not wear shirts and T-shirts with writing or cartoons
- ❖ Do not wear short & skimpy shirts/outfits
- ❖ Do not wear flashy and heavy ornaments

[b]. For Saturdays [For both Gents & Ladies]

- ❖ Business Casuals (excluding tight fitting apparels)
- ❖ Do not wear shirts and T-shirts with writing or cartoons