



Appearance & Attire Policy

1. Objective:

1.1 As our professionalism and sales continue to grow, staff members need to exhibit the look that confirms our professionalism for our customers, our partners, and our co-workers.

1.2 We expect our employees to project the image of trustworthy, respectable and knowledgeable business professionals for the clients who seek our guidance, input, and professional services.

2. Applicability:

2.1 This policy applies to all employees and associates on the regular payroll of the organization.

3. Attire at the workplace

3.1 Employees are expected to be clean and formally dressed on weekdays (Monday to Friday). For all those who go to meet clients, Ties are mandatory for gents and formal wear for ladies.

3.2 On the first working day of the week, ties would be desirable but not mandatory for men. Women must be dressed in formal western/Indian attire.

Illustratively, week days dressing and grooming should include:

Men's Dress Code	Men's Grooming
Long/ short sleeved shirt properly ironed with collar (Tie relevant for your work profile)	Must be clean shaven and moustache, if kept must be neat and well trimmed.
Leather shoes and socks are essential	Hair must always be in good condition and well styled. Hair length must be above the shirt collar. Gel/ Mousse permitted, however must not look greasy.
	Side burns not longer than mid ear, not shorter than top of the ear.
	Watch should be worn, but large flashy watches are not permitted.

Appearance & Attire Policy

Women's Dress Code	Women's Grooming
Dressy two piece knit suits or sets.	Hair should always be in good condition and well-styled.
Skirts that are below the knee.	Watch should be worn, large flashy watches not permitted.
Shirts with matching trousers.	Make-up if applied must be subtle and applied carefully.
Salwar kameez/ Churidar kameez/ Saree	

4. Dress Down Days

4.1 Dress Down Days can be observed on Saturdays. Where in wearing casuals are permitted. This would allow employees to experience the advantages of a more casual and relaxed work atmosphere on Saturdays.

Casuals can include (Dress Down Day's attire):

Men Casuals	Women Casuals
Casual shirts, T-shirts, sweaters, denims, corduroy pants.	Casual shirts, T-shirts, kurtas, casual dresses, skirts that are below the knee, denims, corduroy pants.
Conservative athletic or walking shoes, sneakers.	Conservative athletic or walking shoes, sneakers.

5. Attire that is unacceptable at the workplace:

5.1 For Men:

- Polo neck T shirts on weekdays.
- Shorts/Bermuda shorts.
- Shirts with potentially offensive words, terms, logos, pictures, cartoons, slogans
- Flashy athletic shoes, flip-flops, slippers, boots are not allowed.

5.2 For Women:

- Patch work on jeans.
- Inappropriate slacks, dressy capris or pants include jeans, sweatpants, exercise pants, Bermuda shorts, and shorts.
- Dress and skirt length should be at a length below the knee level at which you can sit comfortably in public.
- Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the workplace.

Appearance & Attire Policy

- Tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; unless they are worn under another blouse, shirt, or jacket
- Flashy athletic shoes, flip-flops, slippers, boots are not allowed.

6. General Guidelines:

6.1 In our work environment, clothing should be properly ironed and never wrinkled.

6.2 Dirty and frayed clothing is unacceptable. All seams must be finished.

6.3 Any clothing that has words, terms, or pictures that may be offensive to employees at the workplace are unacceptable.

6.4 No appearance & attire policy can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work.

6.5 If you experience uncertainty about acceptable, professional formal business attire for work, please ask your supervisor or consult the Human Resources department.

6.6 If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again.

6.7 If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

India Infoline Ltd. Appearance & Attire policy			
Version Control Table			
Version	Modification Description	Effective Date	Approved by
1.0	Introduction of version control	1 st June 08	Rahul Sharma
1.2	Introduction of version control	16 th September 08	Rahul Sharma