

DRESS CODE POLICY

This Policy Is Applicable To

All full time Associates, NCGs and Contract Associates.

Objective

- To maintain a high standard of personal grooming.
- To observe proper dress norms and decorum in the Office.
- Consider the requirements of both the Organization and the Individual's comforts.

All Associates are to keep in mind that they are the ambassador of the company and thus have to be properly groomed so as to project a professional image at all times in the office.

Dress, grooming, and personal cleanliness standards contribute to the morale of all Associates and affect the business image AppShark presents to its customers and visitors. We adhere to accepted business standards in the office. These include appropriate office demeanor, maintaining a neat and orderly workplace, and casual business dress.

Appropriate dress code sets the tone for professionalism and is the first step in customer relationship. AppShark has introduced dress code to ensure all Associates dress in a manner, which is appropriate for the work environment and that, reflects the image the company is attempting to maintain or has established.

Given below is the dress code for our Associates:

Monday to Friday

Men -

- Formal shirts neatly tucked with formal trousers.
- Clean Shoes with appropriately matching socks.
- Frayed, ripped and torn clothes must be strictly avoided.
- Unclean, wrinkled clothes, clothes with holes are to be avoided.
- T-shirts are allowed on Fridays.
- Any kind of open toed shoes/slippers like floaters and flip flops should not be worn.
- Wearing a tie is not compulsory.
- Shirt collars should button comfortably without pinching or leaving gaps.
- If you are at a client location, follow the norms of the client place.

Women -

- Formal and sober attire, which includes Salwar Kameez, sari or formal business suit.
- Appropriate make-up and no excessive Jewellery & other accessories that are not allowed in a way.
- Shirts with round and V-neck should be avoided.

Saturday Dressing

Saturday can be a day for casual wear like T-shirts, Jeans, Long skirts, sneakers/floater etc.

Leniency In The Policy

While it is advisable to strictly follow the policy, but there could be exception at times.

Ethnic Day Celebration: Exemptions from the dress code policy is made for special occasions (Ethnic day, celebration of festivals, office parties) on a case-to-case basis at the discretion of the Manager and HR.

Maternity: Normally expectant mothers are allowed to wear long loose dresses to work.

Religious Beliefs: Normally change to policy is completely acceptable across the globe when the reason is based on religion. For example, wearing a head gear or not keeping a clean shave is perfectly acceptable.

Medical Reasons: If you hurt your feet, you may not be able to wear shoes. If your hands are fractured and you are using a sling, then the dress code policy will not be followed due to medical reasons on due consultation with the reporting Manager or the HR representative.

Remember Work is worship....

And you should dress well when you go for the place of worship.