Circular No. 128(B): Admin Division Date: 02.12.2023

Sub.: Dress Code.

Keywords: Dress Code.

The dress codes and the cost to be borne by company is given as under:

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| S No. | Division | Dress code | Details of cost to be borne by Company |
|  | Sales /CR & Promotions - Male | Grey colour shirt with company logo + black pant + black belt + black shoes.  Grey jacket for exhibitions | Cloth for 2 shirts and pants to be provided once a year. About 50% estimated stitching charges of 2 pairs of shirts and pants – Rs. 1,000/- to be additionally paid.  Grey jacket including stitching charges to be provided once in 5 years. |
|  | Sales/CR & Promotions - female | Sari or suit. | 2 sets of saris to be provided once a year. |
|  | Engineers – male/ female | Navy blue shirts/top with company logo + light blue jeans + black belt + black safety shoes. | Cloth for 3 shirts/top to be provided once a year. About 50% estimated stitching charges of 3 shirts– Rs. 750/- to be additionally paid.  Rs. 2,000/- shall be paid for 2 pairs of jeans.  Safety shoes to be provided – one pair per year. |
|  | Drivers & supervisors | Drivers – Beige safari suit + black shoes.  Supervisors – grey safari suit + safety shoes | Cloth for 2 pairs of suits shall be provided once a year + stitching charges of Rs. 1,000/- to be paid.  One pair of black shoes/safety shoes shall be provided once a year. |
|  | Rest of staff members | Men shall wear shirt + pant with black/brown shoes.  Women shall wear any Indian dress or shirt + pant.  T shirts, jeans, sport shoes, flipflops shall be strictly prohibited. |  |
|  | Security guards, gardeners and housekeeping | Security guards – uniform as per agency code.  Gardening & housekeeping staff – Grey colour pant shirt/sari.  Office assistants must wear shoes at all times. | Allowance has been provided for in their monthly charges.  No additional amount shall be paid. |

Note: Dresses shall be provided once in a year in the first week of July. All staff /service providers must stich their dresses before end of July.

Managing Director.