

Sub.: Dress Code.

Keywords: Dress Code.

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

S No.	Division	Dress code	Details of cost to be borne by Company
1.	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.
2.	Sales/CR & Promotions - female	Sari or suit.	2 sets of saris to be provided once a year.
3.	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.
4.	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.
5.	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.	
6.	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 stitch their dresses before end of July.

Managing Director.