

# BUSINESS ATTIRE POLICY

This document gives an guidelines for an acceptable business attire at the workplace or at client site during working hours

*Geecon System Pvt.  
Ltd.* Business Attire  
Policy

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## 1. DOCUMENT HISTORY

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Content/Changes</b>
1.0	January 01, 2017	Nagendra Mishra	Initial Draft

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## 2. Personal Appearance

Geecon prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the organization. This image is affected by the manner of dress we use within our offices, in the offices of our clients, and in public when we are representing the organization.

We are always searching for new ways to make our organization a better place to work. We need to continue to present a professional image towards clients and the public. It is important that you use your best judgment in dressing appropriately. Employees who prefer to dress more formally should feel free to do so.

## 3. Business Casual Attire Mondays through Thursdays

Offering everyone the opportunity to dress in business casual wear from Monday to Thursday presents a great way for employees to be more comfortable.

Business casual wear encompasses many looks but it really means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. We ask that you consider each day's activities when determining what to wear (i.e., will you be meeting with a client in our office or at their office site; will you be attending a business luncheon, etc.).

The Business Casual dress code standard of dressing for men is plain/striped/checked full sleeves/half sleeves collared shirt paired with neatly pressed formal trousers and formal closed shoes. The Business Casual dress code standard of dressing for women is a sari, salwar suit, shirts/tops paired with formal pants/trousers or a skirt (hemline below the knee), or a formal dress (hemline below the knee) paired with appropriate accessories.

## 4. Casual Fridays and Weekends

Casual day will be observed on every Fridays. Casual dress code standard of dressing may include jeans, collared shirt / collared tee shirts, sneakers, etc. Casual days other than the ones mentioned may be awarded by management.

## 5. Other Guidelines

**Personal Hygiene** – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Cologne and perfume should not be used in excess.

**Accessories** – Jewellery tends to work best when it is simple and classic. Also, shoes, belts, and socks in complementing colors are necessary for completing a professional look.

## 6. Unacceptable Business Attire

With respect to unacceptable Business Casual/Casual attire, a short list follows to provide some guidance:

Unacceptable Business attire at the workplace includes:

- Sweatshirts/Exercise clothing
- Shirts/Tee Shirts without collars
- Shorts
- Tank tops/Spaghetti Straps
- Bare midriffs
- Faded, ripped, torn or frayed clothing
- Flip flops and slippers
- Revealing attire

Above is a general overview of acceptable business attire. Items that are not appropriate for the office are listed too. Neither list is all inclusive and both are open to change. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed.

If you have any questions, please contact your local Human Resources team.

Policy Change Effective date: **January 01, 2017.**

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