

ATTIRE AND GROOMING STANDARD POLICY - HQ & RO

PURPOSE:

The purpose of this policy endeavours to keep up a standard working environment. As a major aspect of this policy, the organization expects employees to keep up a flawless and clean appearance fitting for the working environment setting and for the work being performed to have a standard culture in this organisation.

SCOPE:

This policy is applicable to all HQ & RO employees of the company, regardless of role and position, or location.

Consolidated takes pride in the quality and standard of the employee, the way they present and expects employees will take the same pride in their presentation.

Employees' presentation and grooming standards must always be of the highest standard and consistent with the emphasis on a neat and well-groomed appearance. A professional and polished image is required and must always be maintained.

CLOTHING HYGIENE:

An outfit must be worn in its entirety and in the manner in which it is intended.

Employee must keep their outfits neat, clean and ironed without releasing any unpleasant odour. It involves washing the clothes regularly to avoid dirt and odor.

During separation from the Company the employees are requested to return back the uniform to Human Resource Department as part of End of Service Clearance Process.

Male Staffs

- ✓ Professional business attire formals or Company provided T-shirt is allowed during Client Visit. It should be presentable.
- ✓ For General Staffs business casuals is permitted. Jeans are allowed to wear.
- ✓ Toned Jeans, Shorts and Track suit pant are not acceptable.

Female Staffs

- ✓ Accepted to wear business casual shirts, Salwars, Kurtis and formal Saree from Monday to Friday.
- ✓ Formal pants, jeans and non-tailored pants are accepted. Torned Jeans, shorts and Track suit pant are not acceptable.

SELF-GROOMING & STYLING:

Male Staffs

- ✓ Hair must be cut so that it does not sit below the collar. Hair must be neat, clean and well-groomed at all times, in a style acceptable for work.
- ✓ Must shave daily. Beards and mustaches must be neat and well-trimmed at all the times.
- ✓ Pattern shaving into one's facial hair, eyebrows or head and extreme moustache or facial hair styles are not acceptable at work.
- ✓ Side-burns must not be lower than a horizontal line drawn across the bottom of the ear tragus and must be neatly styled and regularly trimmed.
- ✓ Hats / Caps / Sports Caps are not permitted inside the work area.

Female Staffs

- ✓ Make up is an important part of presenting a well-groomed image. Make up should look natural and complement the individual.
- ✓ Chipped nail polish or extreme or multi-colored nails are not acceptable.
- ✓ Kumkum stick is preferred with respect to married women interest.

ORNAMENTS & ACCESSORIES:

- ✓ Wedding ring or one ring per hand is acceptable.
- ✓ Religious threads are acceptable as long as they are in limit. Leather belt are strictly prohibited.
- ✓ A neck chain may be worn if it is concealed.
- ✓ Eyebrow, face piercing are strictly prohibited. However, for nose piercing is acceptable if it is a small stud.
- ✓ Anklets with bells are not allowed to wear at workplace.

SHOES:

- ✓ Shoes must be clean, polished and well maintained.
- ✓ Joggers/runners and sandals are not permitted.
- ✓ Colour stitching or trim and riding boots are unacceptable.

GENERAL INSTRUCTIONS:

- All staff individuals must wear the Consolidated ID Card constantly while at work. Must be displayed all the times.
- Nails must be clean, short and well-manicured.
- Uniform shirts expected to be neatly tucked in all the time, unless specifically designed to be worn out.
- Extreme and exaggerated hairstyles, such as dreadlocks, extreme colours or obvious colour differences are not entertained for work.
- Inner wear like vests and briefs should not be visible or seen.
- Chewing of gum is unacceptable at any time while you are at work.
- Staffs are requested to maintain oral hygiene while at work.
- Employees are expected to maintain good posture while on shift; slouching and leaning are not appropriate.

Any employee who does not comply with the above mentioned grooming standards or norms set by the Company will be liable to remedial action and might be requested to leave the premises to change garments. Moreover, it will not be compensated for any work time missed and will be considered as loss of pay or charged **Thousand Rupees** as penalty because of failure to comply with designated workplace Attire and Grooming Standard Policy. Further non-compliance will lead to disciplinary action against employee.

In conclusion, Exemptions to these standards may occur if an employee is unable to comply for reasons such as race, disability, or religious belief. Should such an issue arise, he/she should address it with Reporting Manager and the Reporting Manager will communicate the concern to Head of Human Resource Department. In this case, a sensitive, case-by-case application and with the discretion of Management necessary action/ remedies will be taken place with reference to the terms and conditions of the employment.