

ATTIRE AND GROOMING STANDARD POLICY

PURPOSE:

The purpose of this policy endeavours to keep up a standard working environment. As a major aspect of this policy, the organization expects from employees to keep up a flawless and clean appearance that is 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 the employee of the company, regardless of the role and position, or location.

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

CLOTHING HYGIENE:

A uniform must be worn in its entirety and in the manner in which it is intended. For security reason, you must not leave your uniform unattended at any time.

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

Uniform will be issued to new-joiners 3 set of uniform T-shirts within 10 days from the date of joining. And in every quarter he/she will be provided one set of uniform T-shirt.

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.

Self-Grooming & Styling:

Female Staff	Male Staff
✓ Hair must be worn away from the face and loose strands must be controlled. ✓ If worn loose, hair must be no longer than the base at the back of the collar. ✓ If hair is longer than the base at the back of the collar it must be tied back. ✓ Flowers and garlands on hair is unacceptable at work. ✓ Hair clips ties, bun or band must be in black colour.	✓ 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 kept short, 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.

HANDS:

- ✓ Nails must be clean, short and well-manicured.

FEMALE STAFFS

- ✓ Chipped nail polish or extreme or multi-colored nails are not acceptable.
- ✓ White, clear or subtle shade nail polish are acceptable.
- ✓ Glass bangles or hand accessories are strictly prohibited while at work.

ORNAMENTS & ACCESSORIES:

- ✓ iPlanet staffs are permitted to wear Apple watch. Preferred Apple brand if they want to wear fitness watch.
- ✓ Wedding ring is acceptable. It should be simple and neat.
- ✓ Religious threads are acceptable as long as they are in limit. Leather belt or bracelets are strictly prohibited.
- ✓ A neck chain may be worn if it is concealed.
- ✓ Preferred black belt to be worn for the pants.
- ✓ Ear hanging is not allowed.
- ✓ Female staffs are not allowed to wear bangles, glass bangles, hand accessories.
- ✓ One pair of studs.
- ✓ Eyebrow, face piercing are strictly prohibited. However, for nose piercing is acceptable if it is a small stud.
- ✓ Key chains, AirPods hanging from belt loops are strictly prohibited. In addition, staffs are not allowed to hang Bluetooth headset or wireless buds while at work.
- ✓ Anklets are not allowed to wear at work place especially in stores and outlets.

MAKE-UP:

Female Staffs

- ✓ Make up is an important part of presenting a well-groomed image. Make up should look natural and complement the individual.
- ✓ Light shade of lipstick based on skin tone is recommended.
- ✓ Kumkum stick is preferred with respect to married women interest.

- ✓ Small in size Bindhi without design would recommend with respect to female staffs interest.

SHOES:

- ✓ Shoes must be clean, polished and well maintained.
- ✓ Joggers/runners, excessively high or metal heels, sandals are not permitted.
- ✓ Socks must be plain black & Navy blue – Colours or patterns are not acceptable. For the well-being of staffs we prefer to use cotton socks.
- ✓ 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.
- Uniform shirts expected to be neatly tucked in all the time, unless specifically designed to be worn out.
- 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, as it eating or drinking unless you are on a break.
- Staffs are requested to maintain oral hygiene while at work.
- Employee are expected to maintain good posture at all times while on shift; slouching, leaning are not appropriate.
- Uniform shirt should be buttoned.

iPlanet & iPlanet Care

- Uniform shirts expected to be neatly tucked in all the time.
- Male staffs preferred to be clean shave. If beard, needs to be well groomed and trimmed.
- Denim navy blue jeans pants are permitted to wear at work place for both male and female staffs.
- Shoes must be black or Navy blue laced sports shoes. Clean, polished and well maintained. A tinge of white, black or blue on shoes is only allowed.
- Staffs is having apple badge, need to be worn while at work.

- Belt must be black in colour with decent buckle. Loose or large unfitting belts are unacceptable.
- Apple smart watches are permitted to wear. If a staff is wearing watch other than Apple brand it must be subtle and simple.
- Airpods usage while at work is strictly prohibited.
- Female staffs must be tie their hair at the back with bun or fishnet. For long hair ponytail is accepted.
- Loose hair or free hair is not acceptable.

CULTFIT STAFFS

- Athletic wear is acceptable and ripped shorts, ripped styled lowers and $\frac{3}{4}$ pants are strictly prohibited.
- Center Manager are allowed to wear Jeans. Toned Jeans or lower hip jeans are strictly prohibited.
- For long hair, it must be tied with black bun or pony tail is preferred.
- Preferred clean shave for male staffs. Well-trimmed and maintained Beard and Mustaches is acceptable.
- Sports shoes is allowed. Sandals, slippers, clog, crocs are strictly prohibited.
- Female staffs are not allowed to wear salwars, Kurtis and leggings.
- Crop tops/revealing top, Vest without translucent tops, Zumba wear with loud Zumba branding is strictly prohibited for female staffs in CultFit.
- Extreme and exaggerated hairstyles, such as dreadlocks, extreme colours or obvious colour differences are not entertained for work.

SONY CENTER

- Sony uniform shirt is permitted.
- Black formal pants and non-tailored pants are accepted. Toned Jeans and Track suit pant are not acceptable.
- Belt should match with the shoes.
- Black shoes must be of a professional standard and must be clean, polished and well maintained. Slippers are not acceptable.

MIA BY TANISHQ

- Uniform shirt with formal pants / non-tailored pants are permitted. Toned Jeans and Track suit pant are not acceptable.
- Name tag must be worn by staffs.
- Female staffs are allowed to wear one simple and neat bangle or bracelet.
- Grey coloured formal pants are only accepted to wear.
- Shoes must be of a professional standard and must be clean, polished and well maintained. Slippers are not acceptable.
- Staffs are expected to wear black belt. Leather material belts are prohibited.
- Female staffs are allowed to wear black / grey colored cut shoes.

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.