



# DRESS CODE POLICY

## Dress Code Policy

### **Objective**

The appearance of JAIPUR RUGS employees reflects the high standards and values to which they are committed and maintains a professional appearance thus driving the success of the organisation. JAIPUR RUGS treat employees as individuals and recognizes that dress is a matter of personal choice and taste. However, it is important that employees wear an attire that is appropriate to the business environment, the team atmosphere and the professional standards of JAIPUR RUGS. Regardless of the employee's interaction with clients, customers, third party vendors or contractors, each employee projects the reputation of the organization. Part of this impression depends on each employee's choice of dress.

### **Scope**

JAIPUR RUGS has chosen to offer a smart casual dress code environment for employees during all working days. Employees are expected to use good judgment and show courtesy to their co-workers by dressing in a manner that is presentable, professional and appropriate. At all times employees are asked to be conscious of their interaction with clients, customers, third party vendors or contractors. The dress code is equally valid for remote working and hybrid working options.

### **Business Dress Code Guidelines**

- All employees have to wear business casuals or Smart casuals from Monday through Friday (working days).
- Employees working from home on a fixed, rotational or remote basis whether attending meetings in person or virtual are required to be dressed in smart casuals. However, if attending a formal business meeting with third party vendor, client, HOD or Town hall then the employee is required to dress formally.
- Those working from home, need to adhere to the dress code on all days whether they are attending calls, including fun@home activities, celebrations etc
- If the company has a set virtual background, all employees are required to use the same. In no circumstances can an employee use a background that contains personal photos, verses/sayings, lewd photographs/paintings, or unkempt background.
- Personal hygiene: JAIPUR RUGS expects its employees to maintain their personal hygiene (including oral hygiene) to an acceptable standard. Employees must be considerate towards their colleagues and the customers they meet.
- Hair should be properly trimmed and combed
- For men wearing a beard, the same should be properly trimmed and all the others shall shave daily.
- For women, no bright make-up and fingernail paint/polish should be worn to office. A subtle shade is acceptable.
- No visible tattoos and body piercing (except ears and nose for women) are permissible.
- Jewellery and other accessories should match with the general appearance.
- Shoes should be clean and polished.

### Guidelines for Sales and Marketing employees

Employee posted under this function are not allowed to have dress down day. It is primarily because they are customer facing and their image is connected with company's brand. They will always be professionally dressed

#### APPROPRIATE SMART CASUAL BUSINESS ATTIRE

Monday to Friday	
MEN:	WOMEN:
<ul style="list-style-type: none"> <li>• Sport coats, Smart Jacket or blazers</li> <li>• Sweaters and cardigans</li> <li>• Button-down shirts (Half or Full Sleeve)</li> <li>• Polo T-shirts with collars</li> <li>• Corduroy, Chinos or Khakis</li> <li>• Denim jeans</li> <li>• Sneakers, Deck shoes, Oxford or Loafers</li> </ul>	<ul style="list-style-type: none"> <li>• Smart Jacket or Blazers</li> <li>• Sweaters and cardigans</li> <li>• Blouses or shirts (Half, Full or Sleeveless)</li> <li>• T-shirts with collars</li> <li>• Slacks, Jeggings or Denim jeans</li> <li>• Corduroy, Chinos, Palazzo or Culottes</li> <li>• Dresses</li> <li>• Knee Length skirts</li> <li>• Scarf or Dupatta</li> <li>• Sneakers, Loafers, Sandals or Dress shoes</li> <li>• Kurtas or salwar kameez</li> </ul>

#### APPROPRIATE FORMAL BUSINESS ATTIRE/ CUSTOMERS DRESS CODE

Monday to Friday	
MEN:	WOMEN:
<ul style="list-style-type: none"> <li>• Blazers, suits, or sport coats</li> <li>• Dress shirts full sleeves with buttons and collars</li> <li>• Dress slacks or Formal Trousers</li> <li>• Ties</li> <li>• Dress shoes and socks</li> </ul>	<ul style="list-style-type: none"> <li>• Blazers or Formal Jackets</li> <li>• Sweaters</li> <li>• Blouses or Collared Shirt</li> <li>• Knee Length Skirts</li> <li>• Dresses</li> <li>• Dress slacks</li> <li>• Nylons or stocking</li> <li>• Scarf or Dupatta</li> <li>• Dress shoes</li> <li>• Salwar Kameez</li> </ul>

#### UNACCEPTABLE ATTIRE

MEN & WOMEN:	WOMEN:
<ul style="list-style-type: none"> <li>• Sweat shirts or Hoodies</li> <li>• T-shirts with logos, prints or offensive slogan</li> <li>• Athletic wear</li> <li>• Flip flops or slippers of any kind</li> <li>• shorts</li> <li>• Denims – torn</li> <li>• Beach wear</li> <li>• Provocative / see through transparent attire / Revealing attire</li> <li>• Workout clothes</li> <li>• Kurtas (Unless for a competition &amp; Festivals)</li> </ul>	<ul style="list-style-type: none"> <li>• Tank tops, tube tops, halter tops with spaghetti straps</li> <li>• Midriff length tops or Crop tops</li> <li>• Off-the-shoulder tops or cold shoulder tops</li> <li>• Evening wear or Evening Gown</li> <li>• Mini skirts</li> </ul>

## **DO NOT**

- × Have any piercing to be visible on any part of the body. (This is over and above 2 piercing for female employees)
- × Stained clothing or clothing with inappropriate slogans or artwork is not allowed
- × Bandanas, hats, caps. (Unless for a competition & Festivals)
- × Floral prints and gaudy colours.

## **Guidelines for Identity card**

- Wearing of Identity card gives identification of the employee in addition to providing greater level of security to the company
- Employee shall wear Identity card during office hours. The card shall not be used by a person other than the person to whom it is issued
- For customer facing employee, the ID card should be worn in a prominent place while interacting with customer
- The ID card is property of the company and will be handed back to HR department at the time of separation

## **Equal opportunity**

JAIPUR RUGS is committed to promoting equal opportunities. If an employee's religion requires them to dress in a certain way and this conflicts with the Dress and Hygiene Code, the employee can reach out to the direct reporting manager so that the Company can accommodate such an employee.

## **General Terms**

- √ All employees are expected to adhere to the acceptable dress code norms. It is the duty of the immediate supervisor or manager to enforce compliance. Non-compliance attracts disciplinary action
- √ Any exceptions to the above would need permission from HOD/ HR Head
- √ JAIPUR RUGS reserve the right to determine whether a particular item of clothing is inappropriate or likely to cause offence to other employees, clients, customers, vendor or the public.
- √ No guidelines are all-inclusive. In case there is any uncertainty about acceptable business attire for work, clarification may please be sort from HR Department. Any questions related to the content of this policy or its interpretation should be directed to the Human Resources department.