

SATIA INDUSTRIES LTD.

DRESS CODE POLICY

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image our company presents to customers and visitors. During business hours or when representing our company, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. In addition, Marketing department will not be allowed to wear jeans or t-shirts etc., only trousers and shirts will be allowed to wear in marketing department.

The following are examples of items that are not acceptable:

- ripped or torn clothing
- Coloured hair, extreme hairstyle
- Slipper or Chappal
- Sportswear

In-charges/Managers reserve the right to request a staff member to dress to an appropriate standard as a condition of employment. If you are in a work environment with inappropriate clothing you may be sent home to change, before returning to work.

Effective Date:

This policy will be effective from 1st July, 2021

CLOTHING:

Men

As we know first impression is the last impression. Your attire speaks before you. You should dress up in formal manner. Men should wear a well-tailored uniform provided by the company which is Shirt of Sky-blue colour shade and Pant of navy-blue colour, in solid patterns. The shirt needs to be a long-sleeve and button-down, preferably in a solid colour such as white or a light blue. The tie can be optional have in navy-blue colour with small print of strips; however, its overall appearance should be conservative. Socks need to be a dark solid or a small pattern. Shoes need to be leather formal for offices, and for plant area should be recommended safety shoes. Socks should be matched with colour's paint or white/grey.

Women

Women should wear a well-tailored uniform suit provided by the company which is upper of Sky-blue colour shade and lower of navy-blue colour, in solid patterns. While at workplaces or industry floor one may prefer to wear a dress suit, a pant-shirt suit and is now also appropriate for the majority of places keeping in view safety concerns related to loose clothing. Wear low to medium leather, heeled shoes. Never wear open toe shoes.

Hair/Makeup

Keep hair nice and neat. There is no specific hairstyle recommended, only that your hair is clean and well groomed. Women, wear natural looking makeup that will flatter and compliment, not overpower, your outfit. For men, beards and other facial hair should be neatly trimmed. Look energetic,

Nails

Nails should be clean and manicured. Women do not have to wear nail polish; however, if polish is worn, make sure that it is a natural, conservative colour and not chipping off.

Perfume

Do not wear perfume or cologne as many people have strong, adverse or even allergic reactions to it.

Jewellery

Wear only a conservative amount of jewellery. Also, wear jewellery that flatters but doesn't overpower. For example, a pair of stud earrings versus chandelier earrings or a gold or silver band versus a large turquoise ring would be appropriate choices. Keep the accessories such earrings rings or watch etc. jackets.

Recommended By:

Approved By:

HOD-Admin

ED/JMD