



# POLICY & GUIDELINES

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## OFFICE ATTIRE POLICY

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**ISSUING DEPARTMENT**  
Human Resources

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## Preamble

Confident employees make a bold impression about the company they belong to and business they conduct. However, the personal choices around the various aspects of fashion, comfort, smartness and personality makes it difficult to distinguish right or wrong approaches. Therefore, it is imperative to have guidelines to allow the spectrum of choices yet establish a common platform and theme to be perceived as trendy, professional and confident.

## Scope & Objective

Aim of this policy is to define appropriate attire that can be worn to workplace by employees of PVR Cinemas, that communicates a positive attitude while maintaining office decorum. This policy applies to all employees who are not required to be in company uniform

Monday to Thursday	Fridays and weekends
Formal wear*	Business Casuals**

\* Formal wear includes formal trousers and half sleeve or full sleeve shirt  
 \*\* Business Casuals includes plain jeans and collared T-shirts without any print

## Dress Code for Males

- Employees can dress in formal wear from Monday to Thursday and in informal wear on Fridays and weekends.
- Formal shirts and trousers must be worn to workplace everyday.
- Bright colored ostentatious shirts or trousers should be avoided and only mild colored formal office attire must be worn on weekdays
- Dress worn to office should be clean & wrinkle free.
- Dress worn to office should not have holes, frayed or distressed areas.
- Formal dark colored shoes should be worn which must be cleaned and polished. Socks are compulsory with shoes and should be colour co-ordinated.
- Rubber slippers, floaters/sandals, athletic/ sports shoes or hiking boots should be avoided.
- Light application of perfumes or deodorants is recommended to avoid body odour.
- Generally acceptable hair styles and length should be indulged into. Hair should be well combed and maintained at all times.
- Minimal jewelry of any kind should be worn or displayed while at work
- Nails should be trimmed, shaped and clean.
- All dress items should be wore as they are supposed to be. No out of place fashion statement should be engaged in.
- Tattoos, body piercings are a personal choice; however one should take care to wear clothing which will cover these adequately from any outright public display.
- Only on Fridays, employees have an option to wear jeans and T-shirt to work. However jeans should not be torn/ dishevelled or ripped and also should not be hanging very low on the waist
- Only collared T-shirts can be worn on Fridays. Bright coloured shirts with any vulgar logo or words displayed must be avoided.
- Sleeveless T-shirts are strictly not allowed.

## Dress Code for Females

- Females have the choice to dress in western formal or wear the traditional Indian dress of salwar kameez or saree
- Dresses must be clean and wrinkle free
- Loud or excessive make-up must be avoided
- Loud colours and bold prints should be avoided. Only formal dresses which are not too bright should be worn to work
- Clothing which is tight-fitting, sheer, unusually bold or ornate should be avoided.
- Deep necklines or unbuttoned tops/ shirts, which do not go with the formal office decorum, should be avoided.
- Large accessories which cause hindrance to work or make noise (e.g. excessive bangles or ankle chains with bells) must be avoided.
- Tattoos, body piercings are a personal choice; however one should take care to wear clothing which will cover these adequately from any outright public display.
- Any special items of clothing or accessories recommended under religious guidelines and or associated with events like wedding etc. may be permitted after establishing the merit of the case.
- Modest hair accessories are recommended but must be of sober colour.
- Light jewellery can be worn to work however care should be taken to avoid ostentatious display.
- Only on Fridays, female employees have an option to wear jeans to work. However jeans should not be torn/ dishevelled or ripped. Also jeans should not be hanging very low on the waist and must be of a decent length
- Only formal Western tunics, covering up to knee length, are allowed
- All dresses worn to office should be up to knees. Dresses above knee length are not acceptable

These guidelines are to be especially remembered during client meetings or while working on client sites unless client has specific requirements and that shall be followed. In case of doubts, it will be appreciated that a clarification is sought from the manager or HR department before taking unilateral decision.

On special occasions and festivals, HR may release a specific communication permitting employees to follow specific dress code

## Violation of Dress Code

PVR Ltd takes serious note of the attire worn by employees to work. Any employee found violating the company dress code will invite punitive action

## Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt, the interpretation of above terms by the CHRO shall be final.