

SHAKUMBHARI ENTERPRISES

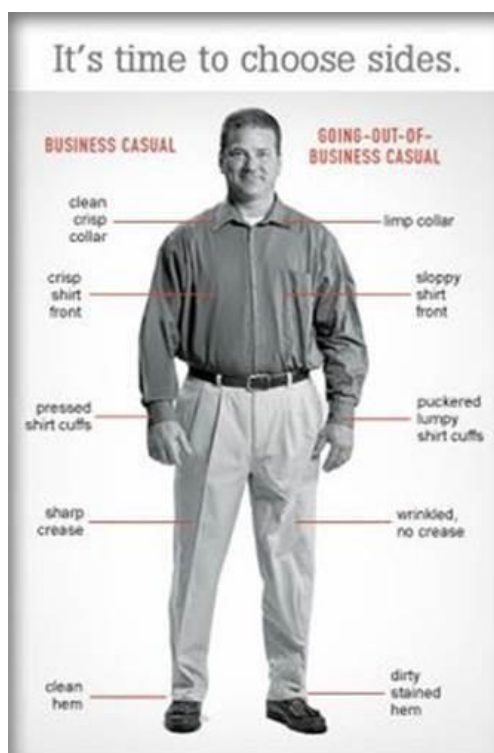
OFFICE WORK WEAR

POLICY

Here is an indicative list of what is considered appropriate and not appropriate for MALE employees.

Ok	Not Ok
<ul style="list-style-type: none"> • Full / half-sleeved shirts • Formal / casual trousers(e.g. Khakis) • Formal Shoes with socks. • Athletic Shoes with socks 	<ul style="list-style-type: none"> • T- Shirts* / Roundneck T-Shirts with Casual Images/Motifs • Oversized/ unshapely shirts/T-shirts • Dhotis / Kurta-Pyjama • Short Kurtas • Shorts • Jeans*/ Sandblasted Jeans/Jeans with flashy patterns/ Patches • Casual home wear slippers / Floaters/Flip flops/Sandals • Track pants

*Do note that one is allowed to wear Jeans & Collared T shirts on a Friday or Weekends if there are no external customer engagements.



Here is an indicative list of what is considered appropriate and not appropriate for **WOMEN** employees

Ok	Not Ok
<ul style="list-style-type: none"> Saris / Salwar Kameez Shirts Trousers Skirts Formal shoes, Sport/athletic Shoes, sandals, formal slippers 	<ul style="list-style-type: none"> Slippers (Hawaii) /Casual home wear slippers / Floaters/ Flip flops. Clothing that may be revealing /flashy in nature- e.g.: short skirts, clothes of a thin or revealing fabric, tops with deep necklines, spaghetti strap tops... Shorts Jeans* / Sandblasted Jeans/Jean with flashy patterns/ patches T- Shirts* / Round-neck T-Shirts with Casual Images/Motifs Track pants

