

## DRESS CODE, PERSONAL APPEARANCE & HYGIENE POLICY

### OBJECTIVE

To determine the Company's Policy on Dress Code, Personal Appearance and Hygiene for all Employees of Weather Risk Management Services Pvt. Ltd.

### GUIDELINES

Every employee represents WRMS and is expected to take pride in his/her appearance. Hence, it is essential that all employees of WRMS maintain a proper dress code and general appearance standard that are appropriate for their individual designation, job and work environment during and after office hours.

#### **Apparel**

You are expected to wear clean and pressed attire. You can choose to be attired in non-formal trousers, shirts and shoes; however jeans and tee shirts are a no - no, on week days.

While the range of ladies Attire is broader they must maintain comparable standards.

On Fridays, weekends and holidays, you can be dressed in Casuals. Jeans, Tee Shirts and Sneakers are also acceptable unless otherwise notified.

A complete list of inappropriate attire would be impossible to define. However, the following are some examples of inappropriate dress:

- Faded and/or tattered jeans, shirts and tops that are ragged
- Overalls, sweatshirts / pants, jogging suits and shorts.
- Any provocative clothing including tight fitting ones.

Dress and appearance should not be offensive to customers or other employees.

#### **Hair**

Hair should be clean, combed and neatly trimmed or arranged. This also pertains to sideburns, mustaches and beards for men.

#### **Personal Hygiene**

Daily shower, use of deodorants, light cologne and conservative haircuts make a person feel fresh, alert and presentable. Make special efforts to avoid body odour and bad breath.

An employee's efforts in this area will not only help enhance his/her own professional image but also enhance the image of WRMS as an organization and moreover it will be courteous to your co-workers.

### INTERPRETATION

Any matter not specifically covered under the above guidelines shall be referred to Head - HR for necessary advice. The interpretation of this policy rests exclusively with the Company. The decision of the Company shall be final and binding.

The Company reserves the right to send employees home, without pay, for violations of the rules of proper appearance, attire and hygiene.