

Dress Code Policy

Objective

Each and every employee working for PIX represents the organization in public as well as in front of customer or clients. Thus the personal appearance and hygiene of the employee is directly linked with the organization. The objective of the dress code policy is to guide the employee to dress in a befitting manner, appropriate to the job and considering the need of company, their co-workers and safety concerns.

Scope

The PIX dress code policy applies to all employees, business associates, contract staff, interns & trainees associated with PIX. The dress code policy should be followed while working in the office as well when the employees are out of the office on company assignments such as client meeting, conferences, training program or business events.

Elements of Dress Code Policy

1. Appropriate and professional business attire is expected from all employees.
2. The dress should be appropriate to the work environment and should always project professionalism.
3. Clean and good shape clothes should be used at work. Shorts, sportswear, torn or revealing garments, clothing displaying offensive languages, derogatory statements or advertisements are considered as inappropriate.
4. Employees are expected to demonstrate good judgment and professional taste.
5. An employee who is unsure of what is appropriate should cross check with HR.
6. All the employees are expected to adhere to the guidelines under Business Dress Code/ Smart Casual Dress Code.

The Definitions of Dress Code

PIX has fixed different types of attires which come under different dress codes. The Business Dress code/Smart Casual Dress code should be followed from Monday to Saturday. For fun time, parties or functions organized by company the employees can follow the casual dress code. However, the elements of dress code should be followed all the time.

What comes under business dress code?

All clothes should be clean and ironed properly. The clothes should be comfortable for full day work and project professionalism.

For Men

- Suit, Tie & any other accessories should be modest in color and style
- Collared button-up shirts with trousers
- Shirts and T Shirts shall be properly tucked in
- Shoes should be closed-toe

For Women

- A well-cut pantsuit or skirt suit (knee length)
- Collared button-ups with trousers
- Dress at Knee length with stockings
- Saree
- Salwar Suit
- Shoes/Flats/Heels
- Conservative accessories
- Well-groomed hair and nails

What comes under smart casual dress code?

A tasteful and relaxed dressing is part of casual dress code. Nice looking jeans along with collared Shirt/T-Shirt is an excellent example of smart casual dress code. Round neck or V neck collar T shirts are not allowed. The Jeans should be well fitting and not lower waist. The T-shirts should not have any offensive lines written on it. The clothes with holes or stains are not acceptable. Shoes that are clean with decent casual looks. Sneakers are usually acceptable as are loafers. Women wear consist of salwar suit/ jeans paired with Kurta/Top.

Dress Code Violation

It is responsibility of the Reporting manager/Supervisor/HR department to inform the employees that they have violated the dress code policy. Employees who do not meet a professional standard may be sent home to change, and will not be compensated. Reasonable accommodations on prior approval are allowed. The repeated violation of dress code may lead to major disciplinary action.

FAQs

Q: Can I wear worn-out jeans to work?

A: No. It is important to maintain certain dress code in an official environment, hence wearing worn-out/ torn jeans is inappropriate.

Q: Should I be in formals when I meet clients?

A: First impression is generally the last impression and we don't want the Business Partner to feel that we may have a casual attitude towards them or their business, so we need to wear Business formals.

Q: Can I wear slippers/sandals to office?

A: No.

Q: What kind of dressing is not considered appropriate in PIX?

A: Any clothing which is excessively tight-fitting, sheer, low-cut, unusually bold or provocative.

Q: Can I wear Kurtas to work?

A: Kurtas, lungis and dhotis may be appropriate for festive occasions or during ethnic day celebrations with prior approval from HR. However, they should not be worn for day-to-day office wear.