



## **GROOMING / DRESS CODE**

Work attire reflects the image of TLC® and our guidelines require you to follow the listed as a minimum standard.

### **STAFF / EXECUTIVES**

#### **WOMEN:**

- Attire to be neat, clean, professionally appropriate and modestly worn.
- Preferred Outfits: Trousers (with Business Suites), Saree, Skirts. Salwar Suits permissible only for backend team.
- Preferred Colors: Black, grey, navy blue, and other earthy tones. Colors should not be too faded.
- Skirt - No long slits, appropriate color, appropriate length.
- Shoes / Sandals– Clean and polished, to match outfit.
- Hair – Well combed and appropriate color / style for business, preferably tied.
- Make-up – Light
- Nails – Clean, manicured, not too long, appropriate nail color if used.

#### **MEN:**

- Attire should be clean, neat and professionally appropriate.
- Preferred Outfits: Blazers, Trouser that complement the blazer. A button-down shirt. Plain cotton or linen wrinkle free shirts in neutral colors. A blue, black or grey jacket.
- Preferred Colors: Blue, black, grey. Colors should not be too faded.
- Tie - Appropriate pattern and color, length to top of belt.
- Belt - to be matched / coordinated with pants.
- Socks - to match color of shoes or pants. Never wear white.
- Formal Shoes - Polished and clean at all times.
- Hair - Appropriate style / color, combed, neat and preferably short.
- Clean shaven on all six days of the week.



**THE FOLLOWING ARE EXAMPLES OF ITEMS THAT ARE NOT ACCEPTABLE:**

- T - shirts
- Ripped or torn clothing
- Jeans or denim clothing of any kind
- Sportswear or casual wear
- Extremely casual shoes commonly worn for sports or the beach, Sneakers
- Denim clothing of any kind
- Sweatshirts
- Capri pants

TLC® reserves 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.

**MANAGEMENT GROOMING GUIDELINES**

**GROOMING FOR WOMEN**

Women in managerial positions at TLC ® are encouraged to wear Sarees or Business Suites. Detailed guidelines below:

- Simple, preferably tied hair styles to be chosen.
- Avoid excessive lotions and fragrances.
- Chewing of pan masala, smoking cigarettes and consuming drugs is not permitted in and around TLC offices and client sites.
- Light makeup and fragrance.
- Keep fingernails short to medium in length. Avoid very bright nail polish colors.
- Clothes to be well ironed and clean.
- Ensure that there are no missing buttons or falling hems.
- Avoid torn, stained or discolored clothes.
- Buttons must remain closed.
- Sleeveless blouses or tops must only be worn underneath a blazer.
- Skirts must be knee length and without high slits. Skirts to be worn with stockings.
- Footwear must be formal, neutral in color and well-polished. Avoid very high heels.
- Jewelry to be limited and modest.



## **GROOMING FOR MEN**

The management team of TLC® is encouraged to wear Business Suites at all times with an appropriate tie. You may see more detailed guidelines below:

- Short and clean hair; should not touch shirt collar.
- Avoid excessive gels, lotions and fragrances.
- Chewing of pan masala, smoking cigarettes and consuming drugs is not permitted in and around TLC offices and client sites.
- Avoid facial ornaments.
- Clothes to be clean, well ironed and without any missing buttons or falling hems.
- Avoid torn, stained, or discolored clothes.
- Only full sleeve shirts to be worn underneath blazers.
- Keep colors and patterns subtle.
- Ensure that there are no metal or leather buttons on garments.
- The length of the tie must end at the top of the belt line.
- Belts to be matched / coordinated with trousers.
- Footwear must be formal, preferably black and well-polished. To be worn with appropriate socks.
- No jewelry to be worn.

An impeccable professional image earns you respect and provides you with a competitive edge. A quick check on these points on a daily basis will help you to maintain a consistent and engaging visual impression.