



TLC Grooming / Dress Code Policy

Work attire reflects the image of TLC DigiTech Pvt Ltd 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 DigiTech 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 DigiTech Pvt Ltd 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 DigiTech Pvt Ltd 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 jewellery 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.