



## **TLC Grooming Policy**

As an organization operating within the luxury hospitality space, TLC DigiTech upholds the highest standards of personal presentation. It is essential that all employees, particularly Managers and above, as well as teams operating within hotel environments are dressed in accordance with defined professional standards.

Luxury hospitality demands impeccable grooming, hygiene, and appearance at all times. Every team member is expected to present themselves in a manner that reflects refinement, professionalism, and alignment with the brand's values. Maintaining these standards ensures a cohesive, respectful, and professional workplace environment.

Employees who report to work in attire that does not meet the prescribed dress code may be requested to leave the premises immediately. We appreciate everyone's cooperation in consistently upholding these standards.

### **General**

- Uniform/business attire must be freshly laundered, well-pressed, and lint-free.
- Clothing must fit properly - not tight, loose, faded, or worn out.
- No strong perfumes or overpowering fragrances.
- Personal hygiene must be impeccable.
- Shoes must be clean and polished at all times.
- Casual T shirts/ Ripped, torn or distressed clothing, sportswear or overly casual wear or casual footwear are not permitted.
- Visible tattoos should be concealed or remain covered at all times.
- No ear piercings are permitted for Men
- Chewing of Betel leaves, pan masala, tobacco, smoking or consumption of alcohol is strictly prohibited within TLC offices and at all client sites.

### **Grooming Standard for Men**

#### **Business Suit / Jacket / Blazer**

- Must be tailored and well-fitted.
- Colours permitted: black, charcoal, grey, navy blue
- Jackets/blazers must remain buttoned while standing
- Sleeves should end at the wrist bone, allowing ½ inch of shirt cuff to show.
- No wrinkled or ill-fitted suits.
- Pockets should not be bulky.
- Personal decorative brooches are not permitted

#### **Shirt**

- Full-sleeves formal shirt only



- Crisp, well-ironed, and tucked in at all times.
- Approved colours: white
- No visible undershirt lines; undershirts must be white and not visible at the neckline.

### **Tie**

- Mandatory where prescribed.
- Conservative patterns; no flashy prints.
- Must reach the belt buckle.
- Neatly knotted (preferably half or full Windsor).
- Tie clip (if worn) should be simple and placed correctly between the 3rd and 4th shirt buttons.

### **Trousers**

- Properly tailored, correct length (slight break at shoe), no folds.
- No bunching at the ankle.
- Crease maintained where required.

### **Belt**

- Black or dark brown leather.
- Simple buckle; no oversized or designer logos.
- Belt should match the colour of the shoes.

### **Shoes**

- Black or Tan formal leather shoes (Oxford / Derby).
- Polished, no scuffs.
- No casual shoes, loafers, sandals etc are permitted

### **Socks**

- Dark-coloured (black/navy) matching trousers.
- Long enough to ensure no skin is visible while seated.
- No designs or patterns.

### **Hair & Facial Hair**

- Neatly trimmed and conservative style.
- Clean-shaven preferred; if beard is maintained, it must be sharply groomed.
- No stubble look



## Grooming Standards for Women

### Attire

- Attire must be tailored, well-fitted, and professionally appropriate.
- Clothing must be clean, well-ironed, lint-free, and free from fading or damage.
- Preferred outfits include formal trousers with business suits, sarees, and structured formal skirts.
- Salwar suits are permissible for backend team members only.
- Jackets/blazers/Trousers, where applicable, should be structured and properly fitted.
- Skirts must be knee-length or slightly below with minimal Slits and not high. Fit must be structured and not tight or body-conforming.

### Colours

- Approved colours for Business Suits / Skirts include black, navy blue, grey, and other subtle earthy tones.
- Colours must be rich and well-maintained; overly bright, flashy, or faded shades are not permitted.
- Patterns, if worn, must be minimal and professional.

### Footwear

- Closed formal shoes are preferred with Business Suits.
- Colours should be black or neutral tones aligned with the outfit.
- Heels, if worn, must be moderate and comfortable.
- Footwear must be clean, polished, and in good condition at all times.

### Makeup & Jewellery

- Make up should be subtle and elegant complimenting your skin tone.
  - Jewellery should be minimal and understated.
  - No flashy hair accessories
  - Hands/ Feet/ Nails to be clean and well-manicured/pedicured. No black, green, blue or yellow nail paints are permitted.
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