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To: All <all@crestechglobal.com>

Subject: Guidelines: Work Wear

Dear All,

This brief note is intended to provide guidelines and expectations with regard to Work Wear to be worn by all employees so as to project a professional, business-like image while experiencing the advantage of more casual and relaxed clothing.

While not detailing the dress code in minute detail it is expected all of us will exercise this freedom with great responsibility. Clients/Visitors should have a feeling of confidence in our ability when viewing the appearance of the staff.

Guidelines:

Business Casuals in good taste and fit appropriate for a corporate environment are acceptable.

Clothing should be clean, ironed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

The employees however may only come to office in Business Casuals provided:

- There is no prefixed appointment with a client
- There is no advance intimation of any official event etc.

Client Interactions:

- For client interviews, Formal dress code is mandated
- If you are deployed at a client location for long-term, follow the norms of the client place or as advised

Tips to dress smart:

- Be stylish not gaudy.
- If you have client visits scheduled, consider a more formal business attire.
- Business casual clothing should make you and the colleagues around you, more comfortable.
- Denims/J Jeans, T-shirts are acceptable, however they should not be flashy or loud, footwear should be acceptable as office wear, no open-toe footwear for men.
- Formal or business casual is always a safe choice!

The above mentioned only shares what is generally acceptable and what is generally not acceptable as office attire.

For clarifications please ask your Manager or your HR.

While it is advisable to strictly follow the policy, but there could be exception at times such as Company Fun events, Medical reasons etc. These are only available with approval of Manager/HR.

Regards,|