



COMPANY DRESS CODE & PERSONAL HYGIENE POLICY

INTENT

PMG requires all employees to present themselves professionally, regarding attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct and professionalism.

This Policy Shall Discuss:

- Work-appropriate hygiene.
- Acceptable levels of personal grooming.
- Appropriate business attire.
- Workplace inappropriate attire.
- Personal protective equipment.
- Policy compliance.

HYGIENE

PMG employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines, and respiratory difficulty for some employees.
- Clean and trimmed fingernails.
- Wash hands after eating or using the restrooms.

PERSONAL GROOMING

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks or hose must be worn with shoes.
- Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g., pink, green, etc. that would be deemed unprofessional).
- Moderate make-up.



- Secured long hair (hair must be tied back to prevent potential for being caught in equipment).
- Clothing must not interfere with the safe operation of equipment.
- No dark glasses (unless prescribed by a physician).
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.
- Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture.
- Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors.

BUSINESS ATTIRE

All PMG staff will be required to wear appropriate business attire.

Appropriate and Acceptable Business Attire

- Men – Formal shoes, shirt, trouser + Indian/ Ethnic wears
- Women – Formal shirt, trousers, shoes + Indian/ Ethnic wears

BUSINESS CASUAL

-  Employees may wear business casual attire for informal events and festivals

APPROPRIATE BUSINESS CASUAL ATTIRE

- Men - Collared shirts/T shirt, Khakis, formal shoes or casual shoes, sweaters, formals, jeans, Blazers, Trousers including Indian / Ethnic wears
- Women – Collared shirts/T shirt, Khakis, Tops, slacks, skirts, dresses, dress shoes or casual shoes, sweaters, salwar kameez (HO), kurta leggings, formals, jeans, sarees (HO), blazer, trouser including Indian / Ethnic wears

INAPPROPRIATE ATTIRE

The following items are not permitted in any area during normal working hours:

- Sweatpants, jogging pants, and pants that expose the midriff
- Gym shorts, bicycle shorts or other athletic shorts
- Low-cut tops, halter tops, spaghetti strap tops, tops that expose the midriff



- Miniskirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages.
- Plastic flip-flops or sandals, beach footwear, crocs

PERSONAL PROTECTIVE EQUIPMENT

- Personal/Protective safety equipment must be always worn in areas where such equipment is required.

CLARIFICATION

- Every PMG employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her manager are responsible for coaching the employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirement, contact your manager.

COMPLIANCE

- Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/ or disciplinary action.
- Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.