

# **Institute of Business Management**

HUMAN RESOURCE DEPARTMENT

## **Policy on Dress code**

The image, respectability and professionalism will be upheld by all staff in their dress and attire, which should be consonant with the national cultural sensitivities.

### **Scope**

The policy applies to all Faculty and Management Members of The Institute of Business Management (IoBM).

### **Purpose**

In order to portray a professional and decent image of The IoBM, it is expected that all staff will wear neat, clean and well pressed formal/semi formal dress/attire while on duty. Wearing casual attire/dress will not be permitted.

### **Guidelines**

All Faculty and Management Members are required to be clean, well-groomed and dressed appropriately for the job at all times.

Male employees are required to portray a business-like image (formal / semi-formal; but not casual) in either shalwar kameez with a waist coat; suit, shirt and tie; shirt and trousers; safari suit or uniform. However, wearing tie is not mandatory but desirable.

Female employees are required to dress in well-tailored and subtly colored shalwar kameez, churidar pajamas and/ or western dress which portrays an image of modesty, respectability and decorum. Heavy makeup, jewelry and use of glittery cosmetics are not permitted.

Where there is a prescribed uniform, employees are required to wear the complete uniform while on duty. Uniforms provided by the Institution will be treated with care and will be worn only when on official duty.

Wearing casual dress ( T-shirt/Jean/sports attire ), while on duty, is strictly prohibited. Male and female employees will not report for duty in track suits or other sports attire.

Clothes which are tight-fitting and/or are flimsy, transparent will not be acceptable.

Shoes/sandals which are to be worn should be properly cleaned and polished. Wearing chappal/slippers/Joggers is not permitted.

Facial hair (beards and Moustaches for men) are permitted, however, those who shave and don't have a beard are expected to shave on a daily basis.

As part of dress code, Institutional ID badge must be worn and displayed prominently by all employees (male and female) while on duty and produced to the security personnel, upon inquiring.

The Department Head will be responsible to ensure that employees in the department are appropriately attired at work in conformity with Dress Code Policy.