



September 24, 2013

To: All Non-Bargainable Employees of Force Motors (Akurdi, Pithampur), Jaya Hind Industries (Akurdi, Urse)

**Sub: Business Casual Wear on Saturdays**

As you are aware, all managers / officers / trainees are advised to attend office in Company Uniform for all six working days in adherence of the Dress code.

We are pleased to announce that this Dress code is now being amended for **Saturdays** where all employees (non-bargainable cadre) can wear **Business Casuals** outfit in lieu of the Company Uniform.

The acceptable Business Casual Wear outfit is listed below for reference –

	<b>Appropriate / Acceptable business wear : On Saturday</b>	
	<b>Male</b>	<b>Female</b>
<b>Trousers</b>	Clean, non-wrinkled Trousers or Jeans (Avoid faded, ripped or worn out jeans) ( No shorts allowed)	
<b>Shirts</b>	Casual Shirts (with Collars), Polo T-Shirts, Sweaters, Turtlenecks etc.  T-shirts with Force logo are allowed.  T-shirts with messages are <b>not</b> allowed.	Casual Shirts (with Collars)/ Tops, Polo T-Shirts, Sweaters, Turtlenecks, Business Casual Kurtas/ Casual Salwar/ Kurta (knee length) with modest necklines & with Dupatta, Saree – simple with modest necklines (avoid flashy & fancy sarees) etc.
<b>Footwear</b>	Company provided shoes or alternate leather shoes (No chappals /Slippers/floaters or sports shoes)	Sandals, Leather Casual shoes etc

**P.S.- Display of Identity Card with the Business Casuals dress is Mandatory / Compulsory.**

The change of Dress Code as “Business Casuals outfit” on Saturdays will come in **effect from 28<sup>th</sup> Sept 2013**.

We look forward to your involvement in making the “Dress code” amend a positive experience for everyone.

**Manish Ghude**  
**General Manager HR**