June 14, 2022

SRF Foundation has always laid emphasis on creating a culture that is driven by its values (R – Respect, I – Integrity, N – Non- discrimination, E – Excellence, W – Well-being). The following are a set of behaviours that will help us build a culture that upholds the Values of the organization. We would appreciate your support in following these.

Norms of Behaviour

1. All employees are required to wear formal outfits from Monday to Thursday, and smart casuals on Friday & Saturdays. Formal footwear is a must from Monday to Thursday. However, sports shoes can be considered for weekends. (*Appropriate Dress Code is depicted in the Annexure I attached)*
2. All employees are expected to maintain office decorum and behave professionally at all times, whether in office or outside. This shall include official get-togethers as well.
3. Employees must be polite when interacting with each other and must maintain a low volume so as to ensure that others are not disturbed.
4. Employees are allowed to take personal calls during office hours. However, this should happen only when necessary. Do make sure that people in the vicinity are not disturbed while you attend any phone call.
5. In case you are moving out of office for any reason, please make sure that you PUNCH OUT & PUNCH IN on your return in biometric / attendance register. Tailgating is strictly prohibited.
6. Use of unparliamentary and abusive language with **anyone,** including friends and colleagues is strictly prohibited.
7. Respecting your co- workers is of utmost importance. Please ensure that you help create a working environment that is non-intrusive, does not make others uncomfortable, and helps people concentrate on their work rather than peripheral, unproductive issues.
8. You are expected not to indulge in and/or encourage rumours / gossips.
9. We expect you to follow the systems & process in place.
10. Your organization's reputation in the outside world gets hugely impacted by the comments written by you on various social networking sites. Please refrain from writing or appreciating any negative content on such platforms about any of your colleagues.
11. We expect you to share your joys and sorrows and stand with each other in times of need but at the same time discourage each other from deviating from undesirable behavior.
12. We expect you not to put someone down when in trouble. Never pass cynical or sarcastic comments.
13. Discrimination of any kind is strictly discouraged.
14. Consumption or possession of any prohibited substance is not allowed. Employees must not come to the workplace/ organization premises or conduct any activity under the influence of prohibited substances including alcohol.

Annexure I

List of dress codes considered appropriate/inappropriate

Normal Working Days	**Fridays/Saturdays**	**Normal Working Days**	**Fridays/Saturdays**
Men		**Women**	
Do's	**Do's**	**Do's**	**Do's**
Collared Formal Shirts	Collared T- Shirts/ Shirts	Formal Shirts / Tops	T- Shirts/ Casual Tops
Business Suits / Blazers /Formal Coats	Sweat Shirts	Business Suits / Blazers /Formal Coats	Sweat Shirts
Formal Trousers/Pants	Jeans/ Trousers etc. (Full Length)	Formal Trousers/Pants / Formal Skirts & Dresses (Minimum Knee length)	Jeans/Skirts & Dresses (Minimum Knee Length)
Tie (Optional)	-	Indian Suits/ Kurtis / Saris	Indian Suits/ Kurtis / Saris
Formal Shoes	Foot Covering Shoes / Sandals	Shoes/Slip-ons / Sandals	Shoes/Slip-ons/Sandals
Don'ts	**Don'ts**	**Don'ts**	**Don'ts**
Collarless Shirts/ T-Shirts/ Sweat shirts	Collarless Shirts/ Collarless T- Shirts	Short Dresses or Skirts / Shorts (any dress that fall above the knee) / Tank tops / Crop tops Shirts, Blouses, or Dresses with Spaghetti Straps	Short Dresses or Skirts / Shorts (any dress that fall above the knee) / Tank tops/Crop tops Shirts, Blouses, or Dresses with Spaghetti Straps
Sport Shoes /Casual Slippers / Sandals /Floaters	Casual Slippers /Floaters/Sandals	Sports shoes of any type, Floaters / Casual Slippers	Casual Slippers
Athletic Wear	Athletic Wear	Athletic Wear	Athletic Wear
Shorts/ Torn / Worn out / Embroidered Jeans/ or Cargos	Shorts Torn /Worn Out /Embroidered Jeans or Cargos	Jeans / Capris / Cargos / Denim Jeggings	Torn/Worn out/ Embroidered Jeans or Cargos or Capris
Clothing containing blatant logos or advertisements	Clothing containing blatant logos or advertisements	Clothing containing blatant logos or advertisements	Clothing containing blatant logos or advertisements