

Ref. No. BCCL/EE/Dress Code/2023/ 129 (A)

Dated 21.01.2023

OFFICE ORDER

The CFDs of BCCL at the meeting held on 30.12.2022 has considered and approved a Dress Code for all Executives of BCCL for implementation. The approved Dress Code for executives is as below:

Dress Code for Male Executives	Dress Code for Female Executives
1. Shirt - Light Blue	1. Kurti- Light Blue
2. Trouser - Black	2. Salwar – Black
3. Blazer - Black/Blue	3. Saree& Blouse – Light Blue
4. Shoes - Black	4. Blazer – Black/Blue
	5. Shoes- Black

While it is desirable to follow the Dress Code with immediate effect, it shall be mandatory to comply with the same w. e. f. 01.02.2023 by all executives.

All Area General Managers and GM/HODs of HQ are requested to bring the above decision of the CFDs to the notice of all executives working in their concerned Department, as the case may be.

Approved SOP for strict implementation is enclosed for its enforceability and compliance in true letter & spirit across the company.


(D. K. Behera)
General Manager (P-EE)

Enclose: Dress Code SOP

Copy To:

1. D(P), BCCL- For his kind information
2. GM(Co-ordn)/ GM(P&IR)/ GM(Finance) I/c/ Company Secretary
3. All HODs, BCCL HQ
4. GMs, Barora/ Block-II/Govindpur/Katras/ Sijua/Kusunda/ Bastacolla/ PB /EJ /Lodna / WJ/CV/Washery Division.
5. TS to CMD/D(F)/D(T)OP/D(T)OP/D(P)/CVO
6. AFMs/APMs, Barora/ Block-II/Govindpur/Katras/ Sijua/Kusunda/ Bastacolla/ PB /EJ/ Lodna/ WJ/CV/Washery Division.
7. Sr. Manager (P/EE)/Dy. Manager(P/EE)-I, II & III/ Sr. Officer(P/EE)
8. President/ General Secretary, CMOAI- BCCL Branch
9. Master file/Office Order file.

Standard Operating Procedure for implementation of Dress Code in BCCL

1. **Objective:** In order to enhance the brand image of the company and also to develop and inculcate corporate culture that exhibits professionalism.
2. **Applicability:** This Dress Code Policy is applicable to all working executives of BCCL. The policy should be followed while working in the office as well as when the Executives are out of the office on company assignment.
3. **Attire at the Workplace:**
 - 3.1 Executives are expected to be clean and formally dressed on all the working days & should be well groomed.
 - 3.2 The Dress should be comfortable & appropriate to the work environment which projects professionalism.
 - 3.3 The Executives who are representing company at any Formal Business Meetings/Summit/ Event/ Conference/ Work Shop/ VIP Visits are expected to mandatorily follow the Dress Code.
 - 3.4 The Blazer can be excluded occasionally depending upon the comfort during full day working, however it is mandatory to wear Blazer during the Formal Business Meetings/Summit/ Event/ Conference/ Work Shop/ VIP Visits for uniformity & prediction of Corporate Culture of the company.
 - 3.5 The Dress for Male & Female Executives:

Male Executives	Female Executives
Shirt – Light Blue	Kurti – Light Blue
Trouser – Black	Salwar - Black
Blazer – Black/Blue	Saree & Blouse – Light Blue
Shoes – Black	Blazer – Black/Blue
	Shoes – Black

4. **General Guideline:**

- 4.1 The clothing should be clean and not in dirty & frayed condition.
- 4.2 In any case clothing should be properly ironed & not in wrinkle condition.

CSK



Bharat Coking Coal Limited



भारत कोकिंग कोल लिमिटेड
(कोल इण्डिया लिमिटेड की एक अनुषंगी कंपनी)

Bharat Coking Coal Limited
(A Subsidiary of Coal India Limited)

(एक मिनिरल कंपनी / A Miniratna Company)

(भारत सरकार का उपक्रम / A Government of India Undertaking)

- 4.3 Clothing with any type of pictures terms or words will not be accepted
- 4.4 Executives related with Medical & Production are expected to wear shirt/trouser as per dress code, however they are free to wear apron/ florescent/ safety jacket/ gear as applicable.
- 4.5 Dress Code violation will not be accepted in any case.
- 4.6 Responsibility for Dress Code implementation will lie with GM/HOD of the department in case of HQ & Area General Manager in case of Areas/ Field Executives.
- 4.7 The dress Code is to be used in conjunction / Alignment with all relevant regulation/ Rules as applicable to our company/ Establishment
- 4.8 Frequent and intentional disregard of dress code policy may result disciplinary action.
- 4.9 Casual Saturday Clothing must look clean & presentable. In the event of visit of VIP/ Higher Authorities from CIL/ MOC etc. casual Saturday may be off for that week.

5. Inappropriate attire should be avoided:

- 5.1 Slippers (except if medically required with a doctor note)
- 5.2 Shower shoes; beach shoes; athletic/ tennis shoes; flip –flops etc.
- 5.3 Shorts, skirts & dresses etc.
- 5.4 Cloth generally used for recreation or exercise
- 5.5 Clothing that is obscene, suggestive, demeaning or advocated the use of violence, alcohol, tobacco or drugs
- 5.6 Tattoos are to be covered at all times.

6. Saving Clause:

- 6.1 The Executives working in Mine / Washeries/ Workshop/ Rescue Station will be allowed to wear safety equipment/ Mining Gear/ Dress as per applicable norms/ guidelines. Such executives will be exempted from dress code only during their involvement in operational work.

7. Power to make changes in the policy at any point of time:

- 7.1 Power to amend any of the provision of the policy or to make any changes shall lie with the General Manager (EE)/ HOD (EE) subject to approval of the CFDs.

(Handwritten signature)