



ESAPLLING
Part of everyone's Life

globe to worldwide 2025
ESAPLLING



Grooming means dressing well, to be presentable to others. You may want to give a little more attention to how you dress at work because what you wear may be substantially influencing your career path. Although nothing takes the place of talent, hard work, innate ability and ambition, looking your professional best in the workplace can give you a competitive advantage. It simply means dressing in a way that projects an image of the sophisticated, successful working individual you are or would like to become.





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you are welcome here
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GROOMING - MEN

SHIRTS

As a rule, the simpler the better.

Colours: White, off white, pale, blue shirts are preferred;
though you may wear dark colored shirts too.
(given below are the colours preferred by professionals).



It is important to button up your shirt till the collar button

SHIRTS:

Do not wear

THICK STRIPES



CHECKS.



TROUSERS:

They should preferably be dark though you may wear beige and with a dark colored shirt.

Try to have at least one pair of black trousers.



Trousers may or may not have pleats



TIES

To play it safe choose a traditional silk tie,

No loud colours or patterns.

Given below are some well accepted colours and patterns



**It may be wise to avoid ties with
images and designer logos**



TIES

**Your tie should co-ordinate with your attire
The knot should be a perfect triangle**



**Do not enter a clinic like this
(observe the tie and the shirt
button)**



SOCKS

Choose a color that coordinates with your trousers (usually black, dark gray, dark brown, or dark blue)

Make sure they are long enough not to expose your skin when you sit down.

As a thumb rule, do not wear white socks.

Wear clean socks to avoid **bad odour**



SHOES

**Wear a good pair of leather shoes- black and brown/tan shoes.
Shoes must be polished everyday.**



**Do not wear shoes that look casual.
Also, do not wear shoes with worn out
heels.**



BELTS

Wear only formal belts with a sleek buckle.
As thumb rule, match your belt to your shoes.



Avoid these buckles.



WATCHES

**Preferably wear leather strapped watches.
If you wear a metal strapped watch, make sure that it fits the wrist well.**





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GROOMING - WOMEN

You may wear salwaar kameez or formal shirt/trousers/ Westrn Business Formals

Preferably choose small prints or self colors.



Admin, Ops, Non Customer facing

**You may wear a tunic with
a pair of formal trousers.**



**Leadership
HR, HRBP, BDM, Marketing**



Reception, Field and demonstration

SHOES/SANDALS

Shoes with 1 ½ - inch heels are standard. You may wear a pair with smaller heels or a flat pair. Stick with a black/brown pair. Be sure your shoes are polished and that your heels are intact.



Do not wear colorful sandals



Avoid heels and sandals with bling



Avoid white colored sandals as they get dirty easily. If you do, clean them well.



BAGS

Apart from your working bag if you are carrying an additional bag, preferably, carry a black or a brown one



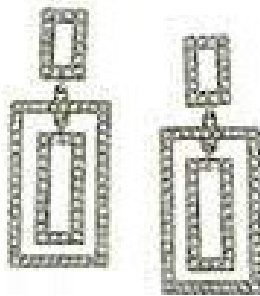
ACCESSORIES

Earrings

Wear stubs or small rings



Do not wear hoops or dangling earrings



Bracelets/Bangles:

You may wear either a bracelet or a bangle. Avoid both.



Avoid chunky bracelets or too many bangles.



Rings: Keep them simple and not chunky.



Chains: You may wear thin chains with small lockets.



Do not wear ornamental/ chunky jewelry even if it is an occasion.



Saturday :Casuals





Engineering – staff / Soft
floor



Engineers



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giving you the technology you need
ESAPLLING

