



DRESS CODE POLICY

Reviewed December 2025

PURPOSE

Hindawi strives to maintain a workplace environment that is well-functioning and free from unnecessary distractions and annoyances. Our work environment encourages employees to dress comfortably for work; thus, we aim towards a 'smart casual' dress code. Employees should note that their appearances matter when representing our company in front of clients, visitors, or other parties.

Employees are expected to use good judgment and to show courtesy to their coworkers by dressing in a manner that is conservative, modest, presentable, and appropriate. Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language or clothing that promotes causes including, but not limited to, politics, sports, religion, sexuality, race, age, gender, and ethnicity. This also applies to natural or artificial scents that could cause allergies or be annoying to others.

We may change our dress code in special cases (e.g., when we require employees to dress appropriately for the event). During "Casual Thursday," employees may dress more comfortably. This will not apply if employees are meeting with clients, partners, or other external parties.

SCOPE

This policy applies to all Hindawi employees except for those in positions that require formal attire. An employee's position may inform their dress code; for example, those in leading, PR, and sales positions, who frequently meet with visitors or prospects, should conform to a business dress code.

RESPONSIBILITY

It is the responsibility of the direct manager along with the Human Resources department to ensure the implementation of this policy on a day-to-day basis.

Hindawi reserves the right to review, amend, and modify various aspects of this policy such that it meets Hindawi's operational and business commitments and needs. Any changes will be put into effect the date on which they are announced to employees.

POLICY

Attire

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. In general, all clothes must be clean and in good shape. Discernible rips, tears, or holes are not allowed. Clothes with quotes, slogans, pictures, and cartoons as well as glitter and sequins should be avoided, as well as those that are too revealing or inappropriate for the workplace, for example, clothes that reveal cleavage, chest, shoulders, armpits, back, or stomach. Clothing that reaches below the knee is allowed for female employees.

Appropriate	Inappropriate
Tops	
<ul style="list-style-type: none">• Casual Shirts (Oxford or dress shirts)• Polo shirts• Short-sleeve blouses or shirts• Plain hoodies (hood down) and sweatshirts• Turtlenecks• Jackets or sweaters• Dresses (below knee level)	<ul style="list-style-type: none">• Sleeveless blouses or shirts• Midriff, halter, or tank tops• Spaghetti-strap dresses• Beachwear
Bottoms	
<ul style="list-style-type: none">• Cotton, wool, and dress pants• Plain jeans (must be clean and free of rips, tears, and fraying)• Skirts, dressy capris	<ul style="list-style-type: none">• Sweatpants, leggings, jeggings, or any exercise wear• Skirts or shorts above knee level• Baggy, stonewash, acid wash jeans, or overalls• Any type of shorts, low-waist pants, or
Shoes	
<ul style="list-style-type: none">• Leather deck-type shoes• Casual (sneakers and athletic shoes)• Sandals and flats (avoid ones that look like slippers)• Clogs and office heels• Boots	<ul style="list-style-type: none">• Slippers• Flip-flops• Flashy shoes• Crocs-like shoes

Hygiene

Employees are expected to maintain a high level of personal hygiene at all times and failure to do so will be brought to the individual's attention by their direct manager. Body and mouth odors should be addressed by being freshly showered and by the use of deodorants and dental hygiene products before the start of the working day:

- Maintaining personal cleanliness
- Cleanliness of teeth and using of mouthwash and breath spray to eliminate odors
- Using deodorant or antiperspirant to minimize body odors
- Not wearing heavily scented perfumes, colognes, and lotions as these can cause allergic reactions, migraines, and respiratory difficulties for some employees
- Washing hands after eating or using the restrooms
- Keeping fingernails clean and trimmed

Personal Grooming

Hindawi encourages an environment full of human interaction and face-to-face communication. Hence, accessories and hair styles that cause distraction are not allowed, as well as clothing that covers the face. Grooming styles dictated by religion and ethnicity are not restricted. Head covers that are required for religious purposes are allowed:

- Make-up should be used moderately, such as day make-up.
- Clothing must be clean, in good condition, and appropriately fitting.
- Hair, sideburns, mustaches, and beards must be neat and well-groomed.
- Afros or dreadlocks should be secured, and hair must be tied back.
- Bangs should be pulled back so as not to cover the eyes.
- Wearing hats indoors should be avoided, with the exception of beanies.
- Wearing sunglasses indoors should be avoided, unless otherwise prescribed by a physician.
- Dangling or distracting jewelry that may create jangling noises should be avoided.
- Minimal facial piercings, such as small studs, are allowed; however, Human Resources or the direct manager may deem them inappropriate for certain positions

Casual Thursday

While employees are expected to maintain a degree of appropriate clothing for a smart casual office environment, the following items are allowed only on Thursdays: casual shirts, sweatshirts and hoodies with quotes, slogans, pictures, and cartoons (as long as they do not carry any offensive or inappropriate content), baggy jeans, overalls, lighter-colored jeans, and floral/pattern pants.

Company Events

During company events, employees are expected to wear clothes that are conservative, suitable for the event, and not offensive. Employees may refer to Human Resources for an event's dress code.

Disciplinary Consequences

This policy is enforced by the direct manager and Human Resources. A manager may set the team's special guidelines, as long as they do not violate Hindawi's Dress Code Policy. Any staff member who does not meet the attire or grooming standards set by his or her department may be subject to corrective action—verbal warning for the first offense—and may be asked to change clothing.

A progressive disciplinary action will be applied if dress code violations continue. Staff members will not be compensated for any work time missed because of failure to comply with the designated workplace attire and grooming standards.

Exceptions

An exception may be granted based upon a medical or health condition. The request must be reviewed and approved by the direct manager and Human Resources.