



DRESS CODE EXAMPLE

This is a service-oriented organization in which its employees must maintain a professional image at all times. All employees form the first impression and credibility of our organization with our customers and community. How we dress affects the image we present, so our personal appearance should always be professional. Clothes must be neat, pressed, and should not distract from the performance of your duties. With this as a basic understanding, the following standards apply to all employees:

ALL STAFF

GOOD JUDGMENT AND PROFESSIONAL PRESENCE

As with all of your duties and responsibilities as an employee, you are expected to demonstrate professionalism and good judgment at all times related to your appearance. For this reason, if you are ever in doubt about the appropriateness of your appearance, please keep in mind that anything that could be considered distracting or not in the best interest of the organization will not be permitted.

No matter where you work or what your role is, you represent all of us anytime you are in a public area. Your attitude and performance are direct reflections on the quality of the organization. Often it's the seemingly little things that detract from our guests' enjoyment – chewing gum, having poor posture, smoking, making loud personal calls or frowning.

IDENTIFICATION CARDS

To help ensure the safety and security of our guests and employees, all employees must have their organization ID with them at all times.

BODY ALTERATION OR MODIFICATION

Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly detracts from a professional image is prohibited. Examples include, but are not limited to, offensive tattoos, brands, excessive body piercing, tongue piercing or splitting, tooth filing, earlobe expansion, and disfiguring skin implants. Jewelry, spacers, retainers, or plugs are not permitted in any body piercing, including non-visible piercings, while working for safety reasons.

UNDERGARMENTS

Employees are required to wear appropriate undergarments at all times. Patterned or colored undergarments that are visible when worn under light-colored attire are not permitted. Undergarments should not be visible at any time.

PERSONAL HYGIENE

Due to close contact with guests and fellow employees, regular bathing; frequent hand-washing; clean, neat hair; and the use of an antiperspirant or deodorant are required. For the same reasons, the use of strong, heavy scents and fragrances is not permitted.

MEDICAL RESTRICTIONS/RELIGIOUS ACCOMMODATION REQUESTS

Any questions regarding a medical accommodation or religious exception may be addressed with human resources and/or your supervisor.

FINGERNAILS

Fingernails should be clean. If polish is used, it should be professional and non-chipped. Charms or decals on fingernails are not permitted. Fingernails should not exceed one-fourth of an inch (approximately 6 mm) beyond the fingertip for safety precautions.

HAIRSTYLING

- Hair should be neatly combed and clean at all times.
- Hair products may be used to create a soft, natural hairstyle within these guidelines.

FACIAL HAIR

For all male Employees, fully grown in, well-maintained facial hair is permitted, provided that it is neatly trimmed and does not present an unkempt appearance. Aside from well-groomed facial hair, Employees are expected to be clean-shaven every day.

JEWELRY

- Modest rings, earrings, necklaces, and classic business-style wristwatches are permitted.
- A medical-alert necklace, bracelet or ankle bracelet is acceptable.



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PERSONAL ELECTRONIC DEVICES

Cellular phones and other digital assistants may not be used for personal use in front of guests during work hours. These items must be concealed from view and operated on silent mode if carried. Company-issued cellular phones will be allowed if they are required for a specific business need.

APPEARANCE POLICY DISCIPLINE

The appearance guidelines have been established for the organization and may be changed at any time. Failure of any employee to adhere to these or any subsequently established or modified standards will result in appropriate disciplinary action, including sent home to change (travel time will be leave without pay for employee) up to separation from the organization. Employees, including those covered by a collective bargaining agreement, may be disciplined when the appearance policy is not followed.

Ensuring consistent administration of professional appearance is the responsibility of the organization's leadership and your human resources representative. Specific questionable deviations from the policy should be referred to the human resources team for further assessment.

NON-UNIFORMED EMPLOYEES (BUSINESS CASUAL)

To maintain the organizations image of excellence, clothing should be classic in style, clean, neatly pressed, and fit properly. As a general rule, staff should dress conservatively for a professional business environment, and respect that they represent the organization at all times. Staff are not permitted to wear any sweatpants, work-out attire, beachwear, flip-flops, and clogs. Clothing should not appear too tight, short in length, faded, or in need of repair.

All managers are required to be attired in "business formal" attire for meetings or workshops outside the organization, formal meetings in the office, and formal events in or outside the office. Managers are expected to know or ascertain all situations when more formal dress is expected and dress accordingly. When in doubt, always dress more formally.

BUSINESS ATTIRE FOR WOMEN

- Professional options for women include dress pants with a classic style blouse or sweater, skirted or pants suit, dress with or without a jacket, and business-style walking shorts with a blouse and jacket or vest.
- A blazer or suit may be required at certain times, depending on your work location and the nature of your role. Check with your area leader for more information.
- Sleeveless tops and dresses are permitted provided the sleeve width is no less than two inches. Tank tops, spaghetti straps, and other casual styles are not acceptable.
- Plunging low-cut necklines, cropped tops, backless attire, and clothing with cutouts are not permitted.
- Traditional and professional style mid-calf Capri pants are permitted. Cotton twill, cargo, leggings or other casual styles of Capri pants do not present a professional image and are therefore not permitted.
- Cotton twill full-length pants (i.e., Dockers®, khakis) are permitted if they are neatly pressed, creased, and appear to be professionally laundered.
- Clothing not permitted includes casual t-shirts, leggings, casual shorts, wrap-around shorts, one-piece rompers and garments made of denim fabrics.
- Clothing/accessories that promote alcohol, drugs, sex, or anything offensive is not permitted.
- Winter jackets and coats should present a professional appearance and should be made of fabrics traditionally acceptable in business. For example, wool, leather and micro fiber offer good choices. Denim, nylon, satin and other casual fabrics would not meet these professional guidelines.

CLOTHING LENGTHS

Dress and skirt lengths may range from three inches above the top of the kneecap bone to the bottom of the ankle. The length of shorts should be from the top of the kneecap bone to three inches above the top of the kneecap bone. Slits in skirts, kick pleats and buttoned or snapped closures should not exceed five inches above the middle of the knee. Pants should be long enough to touch the bottom of the ankle.

FABRICS AND PATTERNS

Fabrics should be those traditionally acceptable for business, such as tweed, wool, cotton, polyester, silk, linen, rayon or blends of these fibers. Unacceptable fabrics include spandex, gauze, metallic fabrics, sheer fabrics, clinging knits, denim and chambray.



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FOOTWEAR

Dress shoes or boots in good business taste are required. Classic dress shoes are permitted to have an open toe, open heel and/or sling back. Casual sandals and flip flops are not permitted for safety reasons.

Hosiery is optional for females.

BUSINESS ATTIRE FOR MEN

- Dress trousers and a short- or long-sleeved professional-style shirt are required. Shirts must be tucked in, with the exception of camp style dress shirts and sweaters specifically tailored otherwise.
- A tie, sport coat or suit may be required at certain times, depending on your work location and the nature of your role. Check with your area leader for more information.
- Cotton twill trousers (i.e., Dockers®, khakis) are permitted only if they are neatly pressed, creased and appear to be professionally laundered.
- Clothing/accessories that promote alcohol, drugs, sex, or anything offensive is not permitted.
- Clothing not permitted includes cargo-style trousers, t-shirts and garments made of denim fabrics.
- Winter jackets and coats should also present a professional appearance and should be made of fabrics traditionally acceptable in business. For example, wool, leather and micro fiber offer good choices. Denim, nylon, satin and other casual fabrics would not meet these professional guidelines.

FABRICS AND PATTERNS

Fabrics should be those traditionally acceptable for business, such as tweed, wool, cotton, polyester, silk, linen, rayon or blends of these fibers. Unacceptable fabrics include spandex, metallic fabrics, sheer fabrics, clinging knits, denim and chambray.

Patterns that are large graphics, large company and non-company logos, and styles that suggest extremely casual sportswear are not permitted.

JEWELRY

- Lapel pins, tie bars or clips, collar bars, cufflinks, rings, a bracelet and a business-style watch are permitted.

FOOTWEAR

Dress shoes and socks in good business taste are required.

UNIFORMED EMPLOYEES

UNIFORMS

Uniforms should be clean and neat at all times. Uniforms must be worn as they are designed. As a reminder, you are responsible for the proper care and handling of all uniform pieces issued to you. Uniforms issued to you remain the property of the organization and must be returned in good condition upon request or at the time of separation or transfer. Shirts must be tucked in during the course of their shift and all must wear their organization issued ID at all times.

FOOTWEAR

It is recommended that slip-resistant rubber-soled shoes be worn in all areas as a safety precaution. Appropriate shoes and socks are required the first day at work. Employees are responsible for guaranteeing that shoes are kept clean and in good repair at all times.