

## **PERSONNEL POLICIES**

### **PROFESSIONAL ATTIRE GUIDELINES**

Employees are to assure that the image which is projected to customers is one of unquestionable professionalism.

Each department may have dress guidelines, (i.e. uniforms, company logo attire) specific to job duties following regulatory and safety guidelines. Denim/Jeans – any color can be worn, but no rips higher than fingertip, tears or stains.

Leggings, may NOT be worn unless approved for specific circumstances approved by ownership (ie. Maternity, required for job function). Sweatpants, yoga/athletic pants or athletic shorts shall not be worn unless approved by ownership for a specific activity.

Jean shorts, khaki shorts, pants/slacks, dresses and skirts may be worn if at least mid-thigh. Tattoos can be visible but not vulgar or offensive (no swear words, racist/offensive graphics or nudity) and no face tattoos. All employees should wear closed toed shoes at all times. During times of cold weather it is expected that employees working outside wear appropriate outerwear for protection including coat, pants, gloves, head protection as needed. Please see a supervisor if unable to obtain these items and in need of assistance.

Piercings – ear gauging is allowed, but no larger than the size of a pencil eraser. Facial piercing may be limited to simple stud or small hoop to one nare. Hair color must be neat, clean, normal hair color variation and not be a distraction. Please consult with the department leader to review specific departmental dress guidelines.

Employees who are inappropriately dressed or groomed will be counseled and/or sent home without pay in order to conform to professional attire standards.