



Terms and Conditions for Employee Manual Clauses

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PERSONAL APPEARANCE

Example 1

Please understand that employees are expected to dress and groom themselves in accordance with accepted social and professional business standards, particularly if employee's job involves dealing with customers. Each manager or department head is responsible for establishing a reasonable dress code appropriate to the job employee performs.

A neat, tasteful appearance contributes to the positive impression employees make on our customers. Employees are expected to be suitably attired and groomed during working hours or when representing [company]. A good clean appearance bolsters employee's own poise and self-confidence and greatly enhances our restaurant image.

Personal appearance should be a matter of concern for each employee. If management feels an employee's attire is out of place, the employee may be asked to leave the workplace until employees are properly attired. Employees will not be paid for the time they are off the job for this purpose. The manager on duty has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

Example 2

[Company] will provide a clean uniform each day of work for its employees. It is up to each employee to arrive to work early in order to change into the uniform. It is also mandatory to return the uniform to the laundry department at the end of the day. Hairstyles must not be extreme or unusual, and should be appropriate for the health, safety and grooming standards of the department and [company]. Personal cleanliness should also be maintained to convey the cleanly appearance of the [establishment] and to avoid offending others.

Example 3

When you are working at the property you are representing [company]. In order to promote a safe and professional work environment and proper company image, and due to our associates' frequent contact with guests and members of the public, all associates must maintain a neat, clean and business like appearance at work. In an effort to assist you in meeting our grooming and appearance standards, [company] has developed some guidelines. [Company] shall determine when an associate fails to meet these standards and correct any violations.

Example 4

Personal Hygiene Grooming and Presentation

We must pay special attention to our personal hygiene, brush our teeth, keep hair clean and shiny. Bathe at least once per day before the start of your shift. If perfume or cologne is used, it should be used in moderation, no strong smelling perfumed deodorants or after shaves are allowed.

Personal appearance can have a great impact of the hotel and your own image. We want our employees to dress and act professional while they are at work. Employees should following the guidelines below:

- ② Hair and beard: Hair should be neatly tied up for female employees (or male employees, if applicable). Employees who work in food and beverages areas should pull back and cover your hair while you are working, and wear a hair restraint when necessary. If an employee has a beard, a beard restraint must be worn when handling food.
- ② Nails: Nails should be neatly trimmed and kept clean all the time. A light color nail polish is recommended, if any. Food and Beverages employee should not wear any nail polish; and the nails should be short and clean at all times.
- ② Jewelry and other accessories: Female employees are allowed to wear earrings but subject to only one earring per ear. No other noticeable tattoos or body piecing (e.g. nose ring or tongue ring) are allowed. Employees are allowed to wear only wedding ring, unless he or she has got the approval from the hotel management. Employees who work in food and beverages areas should not wear any rings (except a plain band).
- ② Uniforms will be provided for different departments employees. Employees have the responsibility to keep their uniform clean and neat. Name tag must be worn at all times.

Example 5

Appearance and Grooming

Team members are to project a conservative, business like image in both behavior and dress, and be neat, clean and well groomed. The following guidelines apply:

- ② Personal Hygiene: [company] considers it important for all team members to convey a positive attitude about oneself and avoid offending others. Team members should bathe, use deodorant, and brush hair and teeth daily. Any perfumes, colognes and after shaves must be used sparingly.
- ② Hairstyling: Team members should not exhibit extreme or unusual hairstyles, and their hairstyle should be appropriate for health, safety, and grooming standards. Hair must be clean, well groomed and neatly styled. If a team member chooses to color their hair, the roots must be the same color. No extreme dying, bleaching or tinting is permitted. Wigs and hairpieces may be worn as long as they are in a business like style.
- ② Hair Length: Females who have long hair must keep their hair neat and well styled. The hair must be kept out of the face during normal job duties. Male team members must keep their hair neatly cut and tapered. Hair length should not extend below the shirt collar.
- ② Male Facial Hair: Any male facial hair should be clean shaven or conservative, or a neatly trimmed beard is permissible. Mustaches are only permitted to the corner of the mouth. Sideburns are allowed to the middle of the ear.
- ② Fingernails: Team member fingernails must be kept clean and well groomed. Females may use natural or business-like shades of nail polish.
- ② Makeup: Conservative makeup colors are allowed that create a fresh, business like and professional appearance. Bright, bold, extreme, glittered or unusual shades or colors in foundation, blush, eye shadow or lipstick is not acceptable.
- ② Tattoos: Visible tattoos are not permitted for team members with guest contact positions.

② Exceptions: Team member with medical or religious exceptions must present these to Human Resources in writing for review and determination.

Management reserves the right to not permit team members to work until any appearance problem is corrected.

Example 6

[Company] expects all employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress.

The company requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of [company] require that employees maintain proper standards of conduct at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the company's customers or who violates any of the company's policies, are subject to appropriate disciplinary actions up to an including termination.