DRESS AND APPEARANCE REQUIREMENTS

## To All Employees

Few things are as subjective as the right way to dress for a job. One person's definition of proper work attire may differ sharply from another. Furthermore, no policy can possibly cover all the subtleties of dressing for success or complying with a particular company culture. Perhaps it's the uncertainties of this subject that have made it such a recurring subject of management‑employee discord.

Our policy regarding dress requirements recognizes that dress is primarily a matter of good judgment. It attempts to avoid the unaided judgment of a single supervisor although it does, somewhat, rely on the supervisor's judgment. It is our intent to offer as many "guidelines" as possible. Nevertheless, it does leave room for a "second opinion" to protect employees from arbitrary or unreasonable requirements.

There are three obvious points to bear in mind:

1. You will be dealing with the public, presumably a professional and business clientele, so you are expected to dress neatly and attractively.
2. You will be serving or making food and be involved in some daily cleaning.

3. Proper attire, including slip-resistant shoes, allows for a safer workplace.

Please see your General Manager for a complete list of established guidelines for dress.

**Guidelines Managers Shall Use**

Each employee is expected to dress appropriately for the job. Supervisors are responsible for setting appropriate dress standards for their store. In setting dress standards, supervisors should consider these factors:

1. The nature of the work;
2. The prevailing practices of other workers in similar jobs;
3. Safety considerations, such as wet floors, and necessary precautions when working with certain pieces of equipment and in food preparation to protect our customers;
4. The nature of the employee's contact with the public, and the normal expectations of outside parties (customers) with whom the employee will work;
5. The preferences of higher management, including considerations of the type of image the company wishes to project to the public.

When an employee's dress does not comply with established standards, the normal response should be to discuss the matter with the employee. Depending on the

circumstances, employee may be sent home with directions to return to work in proper attire. It is expected that any work time lost will be made up by the employee. If continued counseling fails to bring the desired response, the supervisor shall initiate disciplinary action.