

# Uniform Guide



## Personal Appearance

Employee appearance reflects not only employees as individuals, but also reflects the Company as a whole. The Company expects employees to take pride in their appearance and to strive to achieve a positive, business-like image when representing the Company.

Specific guidelines for all employees to follow:

- Good personal hygiene is expected of all employees. Excessive perfume or cologne is not permitted, as sometime strong scents can be offensive to guests or clients.
- Fingernails shall be well maintained, and no polish or acrylics are allowed.
- Hair must be clean, combed, and groomed. Hair longer than shoulder length should be pulled back from the face and neatly secured in accordance with health department requirements. Hair coloring is permitted so long as the color is a natural hair color. Extreme colors, such as purple, pink, fuchsia, crimson, and burgundy are not permitted, even as highlights.
- Facial hair must be clean, shaven, or trimmed and styled in a business appropriate fashion.
- Jewelry is limited to one non-dangling earring per ear, one single nostril ring or stud, and one ring/finger band. Septum piercings, visible necklaces, dangling or hoop earrings, or other facial/tongue piercings are not permitted.
- Visible tattoos are subject to the approval of the Management Team.
- Chewing gum is never permitted while on duty.
- Hands should never be in pockets.
- Employees should always stand up straight and refrain from leaning on tables, furniture, etc.
- Hand towels should never be worn on an employee's uniform (under a belt, in a pocket, turned into trousers, in an apron pocket, etc.). Used hand towels should be stored in sanitizer solution or discarded.

Company reserves the right to alter and/or interpret what constitutes appropriate personal dress at its discretion. When in doubt, always check with a manager for clarification.

Men: Well-groomed and professional appearance.

**RIGHT** ✓

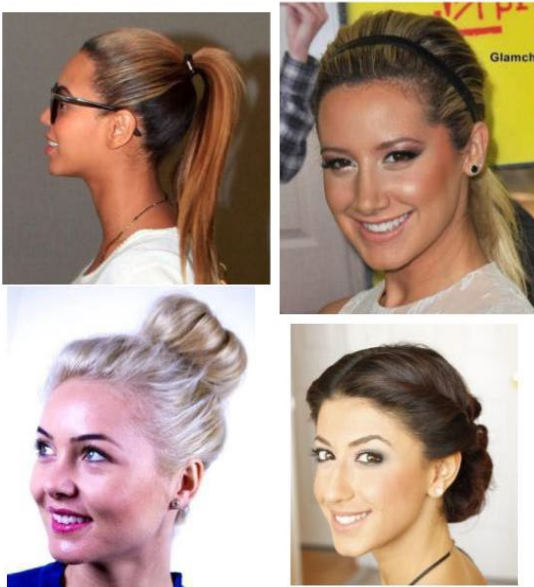


**WRONG** ✗

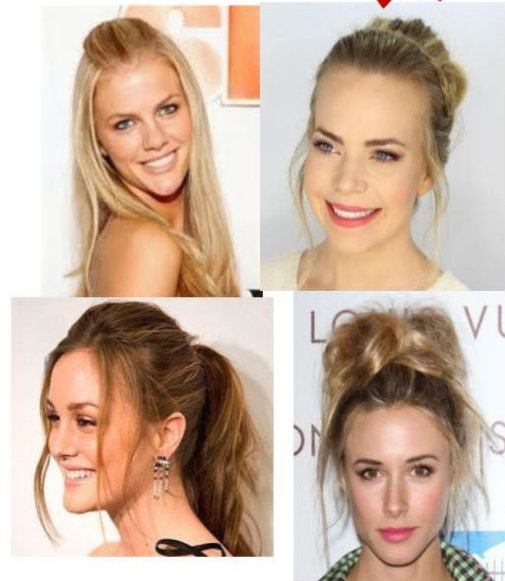


Women: Hair pulled back and completely out of face.

**RIGHT** ✓



**WRONG** ✗



## Uniform Specifications

Employees shall be in full uniform before clocking in and assuming their duties and remain in full uniform while on duty.

### All Non-Exempt Staff

- Shoes must be black, non-fabric, dress-style, waterproof, and polishable with non-skid or rubberized soles. No open toe or heels are permitted. Shoes must be in good condition, and soles must be thick enough to be safe. No sneakers or kitchen clogs.
- For orientation and barback training, shirts must be solid black, dress style or polo style collared shirts with no logos or designs. Shirts must be clean and pressed.
- Once training is completed, shirts must be those provided by the Company for work purposes, in good condition with no holes. Shirts must be clean and pressed.
- Black dress-style socks of at least calf length.

**RIGHT** ✓



**WRONG** ✗



**RIGHT** ✓



**WRONG** ✗



- Pants must be solid black (not gray or charcoal) dress-style slacks, hemmed with no holes (no jeans or pants with contrasting colors and/or stitching and/or conspicuous logos). All pants must be free of stains, cleaned, and pressed. Pants should fit properly (regular or slim fit are acceptable; skinny, baggy, sagging, and boot cut are not allowed). Pants should be traditional waist height (no low riders or high waisted pants). Inseams should be long enough to completely cover the employee's socks while standing up strait with arms at side and rise between 1½ and 2 inches off the ground to prevent dragging.
- Solid black leather belt in good condition (No logos, pictures, designs, or oversized belt buckles).
- Belts should be of standard dress-style width between 1.25 and 1.5 inches in width.

**RIGHT** ✓

**WRONG** ✗



**RIGHT** ✓



**WRONG** ✗



Not solid black  
(has snakeskin design)



Not wide enough



Oversized buckle

- Speed opener (for bartenders who work with bottled beers on location).
- Two black Sharpies or permanent markers.
- A solid black long-sleeve thermal shirt may be worn under Company provided shirts for warmth. Wristwatches and fitness trackers are acceptable. However, smartwatches or other wearables which communicate messages and/or notifications to or from a cellphone are prohibited without written authorization (see “Mobile Device Policy”).
- Mobile devices/cell phones must be put away and should not be in the employee’s possession while on duty. Employees are prohibited from using their cell phones while on duty without written authorization.
- Hats are not permitted to be worn by non-exempt employees.

## All Managers

- Shoes must be non-fabric, and polishable with non-skid or rubberized soles. No open toe or heels are permitted. Shoes must be in good condition, and soles must be thick enough to be safe. Managers are permitted to wear black or brown leather shoes. No kitchen clogs or sneakers.
- Dress socks must always be worn. Socks do not need to be black; however, managers should refrain from wearing wild patterns and colors that draw unnecessary attention.
- Dress slacks or chino-style dress pants are required for managers in either black, gray, or navy colors. Jeans are not permitted. All pants must be accompanied by a leather belt in good condition (No logos, pictures, designs, or over-sized belt buckles. Belts should be of standard dress-style width between 1.25 and 1.5 inches in width and match the manager's shoe color (black or brown only).
- Shirts must be dress-style, collared, button-down, long-sleeved, cleaned and pressed. No sleeveless or faded shirts are allowed. Alternatively, managers may wear Company issued dress shirts or polo shirts with Company's logo.

## Employee Meeting and Training Attire

- All employees are expected to attend mandatory employee meetings and training in full uniform as described above. In addition to the standard employee uniform, employees must bring a notepad and pen to all employee meetings. Notepads must be traditional paper (phones, iPads, laptops, or similar notetaking devices are not permitted).

## Off Duty Attire

- Off duty employees must remove or conceal their Company issued tee shirts (such as covering with a jacket) so that guests do not mistake them for working staff.