

# APPEARANCE & GROOMING POLICY



## SHIRT & PANTS

### Standard black collared shirt

- Laundered, wrinkle free, no faded or torn fabric
- Proper fit – slim to the body and tucked in

[REFERENCE LINK](#)

### Plain black dress pants

- No stripes or patterns
- No jeans, leggings or cotton material – must be suit material
- Proper fit – must be hemmed to appropriate length
- Must have belt loops

[REFERENCE LINK](#)



## SHOES & SOCKS

### All black, polishable, non-slip leather (or leather like) dress shoes

- Must cover entire foot
- No sneakers, boots, ballet flats
- Polished before each shift

[REFERENCE LINK](#)

### Plain all black full length socks

- No ankle socks
- No visible skin between pant leg and shoes

[REFERENCE LINK](#)

## TIE & BELT



### Standard black tie

- Standard tie clip required

[REFERENCE LINK](#)



### All black leather belt

[REFERENCE LINK](#)

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## HAIR

- If hair is longer than shoulder length, it must be put up neatly in a styled up do/ponytail
- No “flyaways” or loose hair should be noticeable
- All hair accessories must be black or the colour of your hair
- No large hair accessories
- Short hair must have a freshly brushed look at all times and not hanging in your face

## MAKEUP

If worn, must look fresh but not overdone

## NAILS

If nail polish is worn, must be clear or a natural colour and not chipped

## FACIAL HAIR

- Facial hair is acceptable but must be neatly trimmed
- Fully grown facial or cleanly shaven – no ‘shadows’

## SCENTS

No scents (perfume, cologne etc.) are allowed

## JEWELLERY

- Earrings, if worn, must be smaller than a quarter
- No necklaces or bracelets (medic alert bracelets excepted)
- Only one ring per hand, must be small and understated
- Conservative watches are permitted

\*Please note that any aspects of appearance and grooming outside of this guideline are subject to the approval of your manager

