

APPEARANCE & GROOMING POLICY



Standard White 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](#)



Black Non-slip

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

[REFERENCE LINK](#)



Black Hat

- Black-colored is required
- Clean, laundered, and tidy

[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’

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

SCENTS

No scents (perfume, cologne etc.) are allowed

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