



PERSONAL APPEARANCE & UNIFORM SPECIFICATIONS

VISUAL 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.

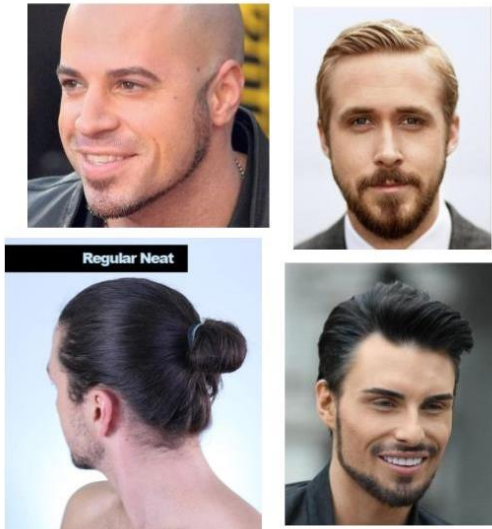
Specific guidelines for all employees to follow:

- Good personal hygiene is expected of all employees. Excessive perfume or cologne is not permitted, as sometimes 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 ✗

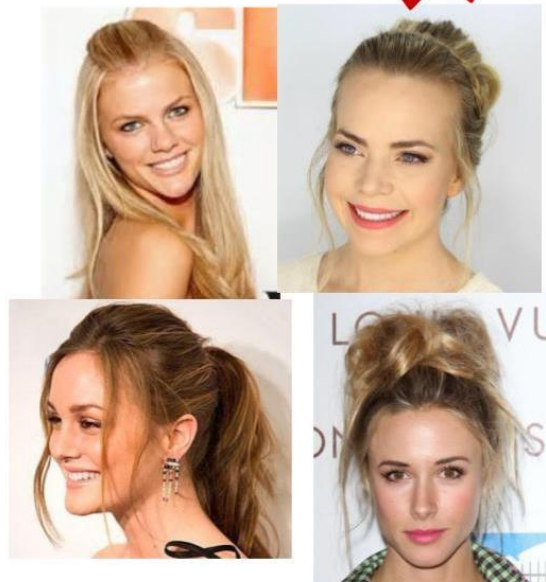


WOMEN: Hair pulled back and completely out of face

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.

FRONT OF HOUSE STAFF

- Shoes must be black, 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. No sneakers or kitchen clogs.



Figure 1: Shoes

- Pants must be black dress-style slacks, hemmed with no holes (No jeans or pants with contrasting colors and/or stitching and/or conspicuous logos. No Dickies brand.) All pants must be free of stains, cleaned, and pressed.



Figure 2: Pants

- 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.



- 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.



- 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 Front of House employees.

KITCHEN STAFF

- Shoes must be black, non-fabric, 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 (*Refer to Figure 1*). Kitchen clogs are permitted if they fit other guidelines.
- Black chef’s jacket, in good condition free of holes or stains. Shirts must be clean and pressed (*Refer to Figure 5*).
- Pants must be chef-style or black dress-style slacks, hemmed with no holes (No pants with contrasting colors and/or stitching and/or conspicuous logos). All pants must be free of stains, cleaned, and pressed (*Refer to Figure 2 & 5*).
- A black crew-neck t-shirt to be worn below the chef’s coat with no visible logos.
- Black dress-style socks of at least calf-length (*Refer to Figure 3*).
- Solid black baseball cap or black hat with the Company’s logo (*Refer to Figure 5*).
- A black crew neck T-shirt to be worn below the chef’s coat with no visible logos.
- Solid black leather belt in good condition (No logos, pictures, designs, or oversized belt buckles).
- Two black Sharpies or permanent markers (*Refer to Figure 5*).
- 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.



Figure 5: Kitchen Staff Uniform

MANAGER

- 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 (*Refer to **Figure 1***). 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. (*Refer to **Figure 3***).
- Dress slacks or chino-style dress pants are required for managers in either black, gray, or navy colors. Jeans are not permitted (*Refer to **Figure 2***). All pants must be accompanied by a leather belt in good condition (No logos, pictures, designs, or over-sized belt buckles. *Refer to **Figure 4***). 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-sleeve, cleaned and pressed. No sleeveless or fades shirts are allowed. Alternatively, managers may wear Company issued dress shirts or polo shirts with Company's logo.

MEETING & 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.

HELPFUL LINKS

Men's Black Polo: \$13-\$15

Amazon: <https://amzn.to/2O3odIP>

Men's Long Sleeve Shirt: \$10-\$20

Amazon: <https://amzn.to/3rkLyUC>

Women's Black Polo: \$15-\$17

Amazon: <https://amzn.to/3uW2y68>

Women's Long Sleeve Shirt: \$19-\$24

Amazon: <https://amzn.to/30gf5Dk>

Black Long Sleeve Thermal: \$11-\$30

Amazon: <https://amzn.to/2lYD8Wj>

Walmart: <http://bit.ly/2lWtrrs>

Unisex Black Chef Coat: \$9-\$18

Amazon: <https://amzn.to/2P4n6br>

Walmart: <http://bit.ly/2zfUaCA>

Women's Black Dress Slacks: \$20-\$30

Amazon: <https://amzn.to/30fksTa>

Walmart: <https://bit.ly/2MRR5TU>

Unisex Kitchen Pants: \$18-\$35

Amazon: <https://amzn.to/2kRaxlD>

Walmart: <http://bit.ly/2kRy2ek>

Sharpies: \$5-\$6

Amazon: <https://amzn.to/2kqr8fQ>

Walmart: <http://bit.ly/2mnUiNf>

Men's Black Dress Slacks: \$20-\$25

Amazon: <https://amzn.to/30lPxCY>

Walmart: <http://bit.ly/33Z3Uzw>

Women's Black Non-Slip Shoes: \$25-\$30

Amazon: <https://amzn.to/2MvMVPM>

Walmart: <https://bit.ly/3e9loiU>

Men's Black Non-Slip Shoes: \$30-\$35

Amazon: <https://amzn.to/3eaamep>

Walmart: <http://bit.ly/2TSfFTN>

Black Leather Belt: \$7-\$15

Amazon: <https://amzn.to/2NprRtF>

Walmart: <http://bit.ly/2KMOWoM>

Black Above the Ankle Socks: \$10-\$15

Amazon: <https://amzn.to/2KOPsma>

Walmart: <http://bit.ly/2KZ350X>

Black Baseball Cap: \$7-\$9

Amazon: <https://amzn.to/2kqCXmd>

Walmart: <http://bit.ly/2mrCukv>