

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

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

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

Plain all black full length [socks](#)

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



TIE & BELT

Standard black [tie](#)

- Standard tie clip required

All black leather [belt](#)

APPEARANCE & GROOMING POLICY

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

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

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

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

SCENTS

No scents (perfume, cologne etc.) are allowed

