

## APPEARANCE AND GROOMING STANDARDS

A neat, well-groomed, clean appearance is essential when dealing with the public and our guests. You are expected to maintain the highest standards of dress and personal hygiene at all times. Appearance is the first impression we make to our guests and reflects the quality of our fine resort. For these reasons the following guidelines have been established.

### **Good Hygiene**

Showering and using anti-perspirant every day are expected. If you ride a bike to work or engage in other athletic activity before your shift, remember to bring an anti-perspirant and your clean uniform with you, so you can freshen up.

### **Clean Appropriate Clothing**

You are expected to wear your complete uniform, which is provided for you. Hats/caps may not be worn unless they are issued as part of your uniform. Clothing should always be clean, neat, crisply pressed, and fit correctly. Sleeves should not be rolled up. If you decide to wear a T-shirt under your uniform, it must be plain white. Hose or socks matching the uniform must be worn while on duty. Women should wear undergarments to work. Shoes must be kept neat, clean, and shined. For safety precautions, the wearing of tennis shoes and suede or sandals type shoes should not be worn in Banquet Set-up, Engineering, Stewarding, or Culinary. Shoes should coordinate with the uniform.

### **Moderation in Make-up (Women)**

Naturalness is emphasized. Excessive make-up is unacceptable. Blush, eye make-up, and lipstick in conservative colors may be used.

### **Clean Shaven (Men)**

**MEN MUST BE CLEAN-SHAVEN.** Mustaches must be trimmed and even with the corners of the mouth and may not extend over the top lip. Beards are allowed if medically necessary and must be kept well trimmed. Sideburns may not extend past the inner ear. Mutton chops or flares are not permitted.

### **Clean Hair**

Hair should be kept neat, clean and neatly combed. Hair restraints are required when working with food. Extreme looks, such as shaving the hair, beaded ornaments in the hair, dread locks, or spiking are not permitted. Men's hair must be off the face and cut above the collar. Women's hair may not be more than three (3) inches higher or wider than the head.

### **Moderation in Jewelry**

Excessive jewelry or erotic/subculture jewelry will not be allowed. Two small rings plus a wedding ring on each hand is acceptable. Women may wear a small matching set of earrings in their ear lobes. No other piercing is allowed.

### **Subtle Fragrances**

Fragrances should never be overpowering.

### **Clean Hands and Manicured Nails**

Particular attention should be paid to hands and nails as they are on display to our guests, especially servers, bartenders and other associates in public areas. Nails should be clean, neatly manicured and trimmed within ½ inch of the fingertip. Conservative nail polish colors are permitted.

### **Nametag**

Your nametag is part of your uniform and must be worn at all times. No defacing of your nametag is allowed. Only service pins and Marcus Magic pins are acceptable.

### **TATTOOS MUST NOT BE VISIBLE.**

**Smoking or chewing** of gum or tobacco while on duty is not permitted. Associates are not allowed to smoke in public areas.

Management will determine the appropriateness of an associate's appearance. If you report to work improperly dressed or groomed, your supervisor may instruct you to return home to change clothes or take corrective action. You will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action.

By signing below, I am acknowledging that I have read and understand the "Appearance and Grooming Standards."

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Applicant's Signature

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Date