



# Grooming & Appearance Policy

Our image depends in part, on how our employees present themselves to our customers. McDonald's stresses the importance of maintaining the highest standards possible in all phases of our operation, including standards regarding cleanliness and neatness of all McDonald's employees. We take great pride in how our employees look and how they present themselves. By dressing and acting professionally, customers will respond to you in a respectful and polite manner.

## Uniform

You must always wear a complete uniform in the restaurant when working. The entire uniform must be clean and neat. If working over 20 hours a week you should have at least two complete uniforms. Talk to a manager about your uniform needs. McDonald's will provide a hat, shirt, and name badge. You must provide shoes and socks. You have the option to provide your own black pants or light blue or dark denim jeans or use the jeans we supply. If you choose to provide your own black pants or light blue or dark denim jeans you must follow these guidelines: Jeans/pants must fit correctly, not too tight and not too loose. Jeans/pants must cover your entire bottom and underclothing. You may wear a simple black belt that is not branded nor has anything offensive on it. No leggings or knit pants are permitted. Jeans/pants must be solid denim with no additional colors or patterns. They cannot be faded or have any holes. They must be hemmed properly and not touch the floor. No short denim pants/jeans. Any coats, jackets, sweaters or sweatshirts worn by a restaurant employee need to be C & R Management's uniform.

## Shoes

Shoes must have "slip resistant" soles and, for obvious reasons, be flat and comfortable. Canvas shoes or open-toed footwear are a safety risk and therefore cannot be worn while working. Employees may wear athletic leather shoes - preferably dark colors. Multi-colored shoes are not permitted. Socks or hose must be worn at all times.

## Electronic Devices

Employees should not wear or carry electronic devices, such as cell phones, smart watches, earbuds, Air Pods, headphones, iPod, etc. while on duty. Any emergency calls that the employee receives should come through the restaurant's telephone.

## Tattoos

Visible tattoos are permitted if they are non-offensive. Offensive tattoos include those that are obscene, profane, sexually suggestive, or contain content or imagery that is discriminatory towards an individual or group.



## Hair

Hair should be clean, restrained, off the face, and pinned back or up. If hair is long it should be braided, tied up or pulled into a bun. Very small and neatly trimmed mustache, goatee, and sideburns are permitted. Beards are allowed. Hair restraints such as hats, hair coverings or nets, beard restraints and clothing that covers body hair, that are designed and worn to effectively keep employee hair from contacting exposed food are required. Beard restraints must be worn when working in food production including the kitchen and French fry station. If a beard is greater than 1/2 inch a beard restraint is required.

## Cosmetics

Cosmetics must be subtle and moderate.

## Jewelry

Loose dangling bracelets, earrings, necklaces, and excessive amounts of jewelry can be a safety hazard. Therefore, we must limit the amount and type of jewelry worn. Jewelry should be moderate, in good taste, and not excessive. Small, not dangling earrings are permitted and one small stud nose piercing. Facial, tongue, and other visible body piercings are prohibited. Colored or skin toned spacers or ear gauges are acceptable. You are permitted one small ring, including a wedding ring. No jewelry, including bracelets and watches, can be worn while preparing food in the kitchen except a small wedding band.

## Nails

Ensure that nails are short, clean, neat, and manicured. If you wear nail polish, polish must be fresh and not chipping. Gloves are required when using artificial nails and nail polish.

## Personal Hygiene

Keeping good personal hygiene is one of the ways to help make sure that our food is safe. These are some of the things employees need to do: keep clean by bathing or showering, applying deodorant, and brushing your teeth everyday. Stay neat by wearing a clean uniform and keeping fingernails short.

## Preventing Illness

If you have an infectious or contagious illness that may prevent you from serving food or handling food equipment in a sanitary manner, contact your restaurant manager. Current wellness guidance states that employees should not be permitted to work while exhibiting the following symptoms: Diarrhea, Vomiting, Jaundice (yellowing skin), Fever with a sore throat, Open cut or sore containing puss or draining fluid, or Diagnosed with a reportable illness such as: Hepatitis A, E.Coli, Norovirus, Salmonella, or Shigella.

## Hand Washing

Washing hands properly and frequently is the most important thing an employee can do to help ensure that our customers receive safe food. Employees must wash their hands: Before entering the kitchen and touching food, after using the restroom, after taking a break, after handling garbage, or cleaning supplies, after touching the face, hair or body and should be washed at least every 30 min. when performing the same tasks.

## Accommodations to the Grooming Guidelines For Religious Beliefs and/or Disability Needs

McDonald's complies with all local, state, and federal anti-discrimination laws. In the event you believe your religious beliefs, disability, pregnancy, or gender identity require an accommodation under these grooming guidelines, you should contact C & R Management's Human Resources (HR) department at (801) 280-9299 to request an accommodation.