



## Grooming & Appearance Guidelines

Our image depends in part, on how our employees present themselves to our guests. We stress the importance of maintaining the highest standards possible in all phases of our operation, including standards regarding cleanliness and neatness of all employees. We take great pride in how our employees look and how they present themselves. By dressing and acting professionally, guests will respond to you in a respectful and polite manner. People come to our restaurants to eat. Please refrain from using tobacco, e-cigarettes, vaping, and chewing gum while you are working. Following these rules will help you fit in with the team, get the most out of your work experience, and develop key skills and habits that should help you succeed throughout your professional life.

**Uniforms** – When working, you must always wear a complete uniform in the restaurant. The entire uniform should always be clean and neat. If working over 20 hours a week, a restaurant employee should have two complete uniforms. Talk to your manager to receive a second uniform. C & R Management will provide a hat, shirt, and name badge. You must provide dark shoes and dark socks. You have the option to provide your own black pants, 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 or displays 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 shorts or capris. While working, any coat, jacket, sweater, or sweatshirt worn by a restaurant employee needs to be C & R Management Company's uniform.

**Shoes** – Restaurant employees must wear shoes with "slip resistant" soles and that are flat and comfortable. Canvas shoes or open-toed footwear are a safety risk and therefore cannot be worn while working. Employees may wear dark athletic leather shoes. Multi-colored shoes are not permitted. Socks or hose must be always worn with your uniform.

**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 or pulled into a bun. Very small and neatly trimmed mustache, goatee, and sideburns are permitted. Beards are also allowed but must be short and neatly trimmed. Beard covers must be worn for untrimmed beards.

**Cosmetics** - Cosmetics must be subtle, moderate, and within the natural color spectrum. This includes hair coloring and colognes.

**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. You are permitted two small earrings in the ear and one small stud nose piercing. Facial, tongue, and other visible body piercings are prohibited. Solid colored or skin toned spacers or gauges are acceptable. You are permitted one small ring, including a wedding ring. While preparing food in the kitchen, no jewelry, including bracelets and watches, can be worn except for 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 every day.
- 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 manager. Please also see the Company's "Preventing Foodborne Illness" policy. 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
- Diagnosed with a reportable illness such as: E. coli, Hepatitis A, Norovirus, Salmonella, or Shigella. You must contact your manager immediately.

**Hand washing** - Washing hands properly and frequently is the most important thing an employee can do to help ensure that our guests 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 sweeping and mopping.
- after touching the face, hair, or body.
- at least every 30 minutes when performing the same task.

**Accommodations to the Grooming Guidelines for Religious Beliefs and/or Disability Needs –**

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