**PERSONAL APPEARANCE AND GROOMING**

 **Dress, grooming and personal cleanliness contribute to the success of \_\_\_\_\_\_\_ (and thus all of its employees), and affect the business image \_\_\_\_\_\_ presents to its customers and visitors.**

 **During business hours, and while on working time, all employees are expected to maintain and present a clean, neat and pleasant appearance, and are expected to dress according to the requirements of your position. Employees who appear for work inappropriately dressed or not properly groomed may be subject to discipline. Employees are specifically prohibited from wearing tank-tops, tennis shoes, camouflage, flip flops, jeans, jean skirts, or jean jackets. If you are issued a uniform, you will be expected to wear it at all times while on the job.**

 **A violation of this policy is a disciplinary offense. If you have any questions regarding this policy or what constitutes appropriate grooming or attire, consult with your immediate supervisor or upper management or manager.**