

## APPEARANCE, DRESS AND GROOMING

Being in the public hospitality business, the appearance of Atlas employees plays a vital role in the image we present to our guests. Employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. All management and employees not in uniform are required to wear appropriate business attire. Employees' personal tastes in dress etiquette will be accommodated strictly within the bounds of acceptable business attire. Supervisors and department heads will provide more specific guidelines concerning the individual department's standards. This procedure applies, not only during scheduled work shifts, but any time you are on hotel grounds; i.e. meetings, birthday meals, etc.

### ALL EMPLOYEES

- All uniformed employees will wear assigned uniforms. They are expected to be clean, neat and pressed.
- Professional/safe shoes must be worn.
- All employees are to wear the prescribed name badge. Other stickers, pins, logos, etc. are not permitted unless authorized by management directive, and are not to interfere with visibility of employee's name.
- Undergarments are required and cannot be visible.
- Jewelry is to be kept to a minimum and should be consistent with conservative business attire and good taste. Tongue studs, nose rings, eyebrow rings and excessive earrings are not permitted. Visible tattoos are not permitted.
- Perfume or cologne is acceptable as long as it is used in moderation, and is not overpowering.
- Fingernails must be trimmed, clean, and maintained at a reasonable length.
- No denim or casual Capri's/cargo pants of any color, blue jeans of any color, logo t-shirts, halter-tops, see-through blouses, spaghetti straps, flip-flops or casual sandals are allowed. However, professional, dressy gauchos or cropped pants may be worn.
- No logo, athletic, sweatshirt or jean jackets are permitted for work attire.

## FEMALE EMPLOYEES

- All non-uniformed female employees are expected to wear professional attire, which includes dresses, skirts, slacks, dressy gauchos, cropped pants or suits while on duty. Slacks, gauchos, cropped pants and skirts must be worn at waistline.
- Skirts or dresses, including uniforms, should be at a reasonable length of no higher than 3" above the knee. Slits in skirt or dress should not exceed 5" beyond skirt hem.
- Skirts or blouses must completely cover midriff area and neckline should be conservative and businesslike.
- Nylons are not required unless it's part of your uniform.
- Make-up and hairstyles are to be simple and businesslike. Excessive use of eye shadow, unusual shades of lipstick and extreme nail polish or hair color is prohibited. Hair should be neat and clean. For food contact employees, long hair must be worn up or tied back appropriately.

## MALE EMPLOYEES

- All management employees are required to wear a coat and tie or business suit while on duty. Other non-uniformed employees are to wear a coat and tie, business suit or business attire defined as dark dress pants with an ironed crease and long sleeve dress shirt with collar and appropriate professional footwear. Exceptions must be approved by the T&C executive department head. No brand logos other than an Atlas Hotels approved logo are to be visible on any non uniformed employee. If not dealing with the public, it is permissible for managers and sales executives only to dispense with ties on Saturdays, Sundays, and holidays.
- Hair is to be clean and neat, styled in a businesslike manner. Extreme hair color is prohibited.
- Hair must be neatly trimmed and may not exceed past the top of the collar.
- Mustaches are permitted, but they may be no longer than ¼" below the corner of the mouth.
- All male employees must be freshly shaved prior to arriving on property for the start of their shift.
- Beards, side burns, goatees and facial hair, other than mustaches, are not permitted.
- Only company issued hats may be worn on property and must face forward at all times.