

604 – Personal Appearance

Revised 1-1-2019

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Hurst presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. **Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire.** Under such circumstances, employees will not be compensated for the time away from work.

The following items are **not** allowed:

- Torn denim jeans , including “shredded” jeans
- Open-toed sandals
- Shorts, culottes, or skirts that are more than 3" above the knee
- Tank tops or midriffs
- Any visible body piercing other than in ear or nose
- Any visible tattoo that is offensive, vulgar, or otherwise not appropriate

The following items are **required**:

- A smile
- Smocks, company vests, shirts or aprons and name tags are required for certain employees
- Hats and beanies are acceptable, but must be clean and be “Ace” branded, or store vendor branded approved.
- Good grooming standards, paying particular attention to cleanliness, hair care, fingernails, body odor, and fresh breath

Store Managers have the discretion to require a standard uniform including pants, shirts and vest. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

SIGNATURE

DATE

EMPLOYEES NAME PLEASE PRINT