

Dress Code & Other Personal Standards

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Purpose

As employees of the Beach Shops we are all direct representatives of our organization and together have a responsibility to ensure our appearance reflects that same commitment to our campus. To maintain the Beach Shops image of excellence, clothing should always be clean, neatly pressed and must fit properly. Clothing should not appear too tight, short in length, faded or in need of repair.

The purpose of this policy is to provide Beach Shops employees with a dress code and other personal standards that directly reflect a clean, positive and professional image throughout our operations. Employees who need reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources to discuss the need for accommodation.

Policy Statement

The guidelines listed in this policy are intended to provide dress code and personal standards for all Beach Shops employees.

Departments Affected

This policy applies to all Beach Shops employees.

Regulations

1.0 Name Badges

All Beach Shops employees must wear their company issued name badges at all times. Name badges are issued through your department manager upon hire. If a name badge is lost, it is the responsibility of the employee to notify their supervisor/manager to replace a lost name badge. For replacement orders, all supervisors/managers must request name badges directly from Campus Print and Design. We ask that you please not add stickers, embellishments or decorations to your name badges.

2.0 Dress Guidelines and Uniforms

All Beach Shops employees are asked to dress in accordance with the following guidelines:

delivered. It is the responsibility of the employee to ensure they are wearing uniform compliant shoes to all of their scheduled shifts.

2.6 Nails, Earrings and Hair

All employees who work with food must adhere to local health department policies regarding food handling and safety. In alignment with these policies, employees who work with food must: keep nails short in length, have no nail polish/gels or fake acrylic nails. Hair must be pulled back behind a company issued hat. Earrings must be short, no hoops or dangling styles. For questions specific to your location and job requirements, please contact your department manager.

If an employee is in a department where nail polish is allowed, nails must be kept medium to short length and must be maintained to limit the appearance of chipped polish.

2.4 Jewelry and Tattoos

The Beach Shops permits employees to wear jewelry or to display tattoos in the workplace. Jewelry and tattoos must be work appropriate. They cannot be offensive to coworkers, customers, vendors or others in the workplace. They cannot be based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.

Business casual pants must be kept clean, pressed and in great condition. Approved color palette for pants may include black and blue jeans. Pants and jeans may not have added embellishments and styling, including: holes, rips, frays or tears. Pants and jeans should fit properly at the waist and should not be baggy.

Version Information

Version	Date	Author	Description (If applicable)	Approved	Distribution
1.0	5/31/2012	R. Hernandez	Corporate Uniform Policy		Email distribution, meetings and internal memo
2.0	5/20/2016	R. Hernandez	Update language on length of shorts and skirts		Email distribution, and through management team
3.0	6/2/2021	R. Hernandez	Update general information-companywide.		Email distribution, and through management team.
4.0	10/16/2024	S.Ramirez	Update language on jackets and shoes		Email Distribution