



# UNIFORM AND GROOMING STANDARDS



**Customer Relations Specialist**



**Lubrication Specialist**

**Employee may not start work shift until all standards are met.**

## Customer Relations

- Gatsby Cap\*
- Bow tie\*
- Clean uniform shirt\*
- Clean black uniform pants\*
- Buckleless uniform belt\*
- Shoes – Black service with oil resistant soles
- Name tag\*

## Lubrication Specialist

- Bump Cap\*
- Coveralls and/or shop coat and shirt\*
- Clean black uniform pants\*
- Eye protection glasses\*
- Shoes – Black service with oil resistant soles

## Cleanliness Standards

- ✓ Employees will report to work with clean hands, face, and breath.
- ✓ Cologne or perfume, if used, must be applied sparingly with only a light fragrance.
- ✓ For both men and women, jewelry cannot be worn outside of the uniform (except wedding bands).
- ✓ No earrings, mouth jewelry or body piercings, and no visible tattoos – long sleeve shirts or tattoo sleeves must be worn to cover any visible tattoos on arms.
- ✓ Employees shall remain as clean as possible during the work shift.

## Hair

- ✓ Hair must be clean, neatly styled and combed.
- ✓ Women with long hair must tie it back, away from their face to avoid injury.
- ✓ For men, hair must be no longer than collar length in back and not past the ears on the sides.
- ✓ Sideburns, if worn, must be no longer than bottom of the ear and kept neatly trimmed.
- ✓ Mustache, if worn, must not go below or beyond the lower lip and kept neatly trimmed.
- ✓ Face must be clean shaven at all times (clean shaven does not mean day-old beard)

\*Uniform items are company provided.