

## **Sutherlands of El Dorado Grooming and Dress Requirements**

Our personal appearance reflects our commitment to quality customer service. We, as Sutherland employees, must be aware of our personal appearance. Proper grooming and attire along with a positive attitude helps us leave a pleasing impression on our customers and fellow employees.

### **Male Employees**

- Must have a natural hair color that is clean, neat, trimmed and off the collar and ears and sideburns must be above earlobes.
- Beards and mustaches will be allowed provided they are neatly trimmed and well groomed. Ungroomed neck and cheek hair are not allowed. Beards should be a natural hair color and not over 2" in length (as an example, no Duck Dynasty or ZZ Top type beards are allowed). Braids, beads or other objects in a beard are not allowed. Following this policy will ensure beards are safe in the workplace.
- Personal hygiene should be practiced daily.
- Earrings, eye rings, nose rings, etc. are not allowed.
- Tattoos must be in good taste. No "sleeves" or facial tattoos. The Manager will make the final decision.
- Company shirts must be worn during each shift and MUST be tucked in.
- Jeans or shorts are allowed.
- Shorts should be knee length and preferably khakis. No cut off shorts.
- Clothing must be in clean condition with no holes, rips or tears.
- Appropriate shoes are required. No sandals or open toed shoes.

### **Female Employees**

- Must have a natural hair color that is clean, neat and trimmed
- Personal hygiene should be practiced daily.
- Eye rings, nose rings, etc. are not allowed.
- Tattoos must be in good taste. No "sleeves" or facial tattoos. The Manager will make the final decision.
- Company shirts must be worn during each shift.
- Jeans, capris or shorts are allowed.
- Shorts should be knee length and preferably khakis. No cut off shorts or short shorts.
- Clothing must be in clean condition with no holes, rips or tears.
- Appropriate shoes are required. No sandals or open toed shoes.

### **All Sutherland Employees**

- A High School Diploma or GED is required.
- Pre-employment and periodic drug tests are required. Those who fail these drug test will be terminated.

**If you have read, understand and agree to follow these requirements, please sign:**

**Date:** \_\_\_\_\_ **Sign:** \_\_\_\_\_