

—CAFE PATACHOU DRESS CODE POLICIES—

Employees are brand ambassadors, and you should feel proud of how you look when you come to work. We want you to feel comfortable, personable, and professional. Remember, your manager has the final say on whether or not your uniform is to standard.

PATACHOU, INC. PERSONAL HYGIENE AND DRESS CODE STANDARDS

Employees must adhere to all professionally reasonable grooming standards, including regular bathing, use of deodorant, and proper oral hygiene.

Employees must follow all dress code policies, and be dressed to standard according to position and concept, in clean, Patachou-approved clothing.

Employees in violation of these standards will not be permitted to work. Repeated violations will result in disciplinary action up to, and including, termination.

FRONT OF HOUSE TEAM MEMBERS

Head-to-toe black or Cafe Patachou retail apparel. As long as you're not wearing anything on the prohibited list- you're good!

Shorts are permissible, but must be work-appropriate and no shorter than fingertip length.

If provided with a promotional apparel, follow all instructions regarding how frequently and over what time frame it should be worn. Some items can still be worn after the campaign has ended.

BACK OF HOUSE TEAM MEMBERS

- A black, Cafe Patachou-branded t-shirt and Cafe Patachou-branded hat or approved hair-covering, both will be provided for you.
- Black pants or chef pants. Shorts are appropriate so long as they are approved by your manager.
- Non-slip, close-toed black footwear

MANAGERIAL STANDARDS

You must look like the leader of your store.

Managers are permitted to wear color, but cannot distract from the Cafe environment. Dress code is business casual, and clothing must be clean, practical for work, and in good repair.

Company provided clothing that has become unwearable due to normal wear and tear can be replaced for free (speak to your manager and bring in old items to trade them in). Additional items can be purchased via payroll deduction, see your manager to purchase clothing.





FINISHING TOUCHES

NAILS

Nails must be clean, well-manicured and of either short or moderate length. Nail polish cannot be chipped. Artificial nails are not permitted.

HAIR

Hair must be clean and kept back from the face. Hair longer than shoulder length must be pulled back. Hair color must be permanent or semipermanent; no sprays, glitter, chalk, or temporary products. Beards and mustaches must be kept tidy and trimmed.

JEWELRY AND PIERCINGS

Earrings must be small or moderately sized. Small ear gauges are permitted. Small nose studs, nose rings, and septum piercings are permitted. Jewelry must be simple in design and cannot pose a health or food-safety hazard.

TATTOOS

Visible tattoos on face and neck are not allowed. Other visible tattoos will be considered on an individual basis, and must not include profane, obscene, racist, sexual, or objectionable words or imagery.

SWEATERS AND JACKETS

Black sweaters and cardigans are permissible. Sweaters and cardigans must be fitted, cannot be longer than waist length, and should be worn under your apron. Baggy, “flowy” styles are not permitted. Hoods are not permitted.

NO SMOKING POLICY

Patachou, Inc. is a non-smoking company and prohibits smoking (including e-cigarettes) on all company premises, including all parking areas. Smoking is prohibited from the start to the end of your shift. Staff cannot take smoke breaks and cannot arrive to work smelling like smoke. Employees who violate this policy are subject to disciplinary action up to and including termination.

PROHIBITED ITEMS FOR ALL STAFF INCLUDE:

- Open-toed shoes, high heels;
- Tops that expose employee’s armpits or midsection;
- Clothing with holes, tears, graphics, typography, or logos;
- Baggy or “flowy” clothing that could dip into food;
- Provocative, revealing, see-through clothing;
- Gym or workout apparel;
- Hooded tops;
- Hats, bandannas, scarves;
- Visible undergarments; and
- Perfume or fragranced grooming products.

DRESS CODE VIOLATIONS

Managers are expected to inform employees when they violate Dress Code. Employees in violation are expected to immediately correct the issue. This may include leaving work to change clothes.

Repeat violations or refusal to adhere to Dress Code standards can result in disciplinary action up to and including termination.

EXCEPTIONS

Exceptions to the Dress Code may be made where required by law to accommodate sincerely held religious beliefs or a disability. Talk with your manager or contact Human Resources, hr@cafepatachou.com, if you have concerns regarding the Dress Code.

Para obtener ayuda en español, comuníquese con Estefania Magana, estefaniam@cafepatachou.com.