

# DRESS CODE AND APPEARANCE STANDARDS

As ambassadors of our brand, 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 be dressed to standard according to position and concept, following all dress code policies, 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.

## **SERVERS**

- Long or short sleeved, collared shirt. Shirt must be tucked in.
- Shirts must be a solid color and can be black, white, or chambray. No company/brand logos or offensive/political slogans. White shirts must be pristine.
- Dress or five-pocketed pants, or knee-length skirt in khaki or black
- Bottoms cannot sag, under garments cannot be visible. Bottoms that can't stay up on their own must be belted. Belts must be black or brown leather.
- Non-slip, close-toed, black footwear
- CLEAN, black Hedley and Bennett apron (provided)

## **BUSSERS/HOSTS/SUPPORT STAFF**

- Napolese logo t-shirt (2020 branding, provided)
- Dress or five-pocketed pants in khaki or black
- Non-slip, close-toed, black footwear

## **BACK OF HOUSE STAFF**

- Napolese logo t-shirt (2020 branding, provided)
- Dress or five-pocketed-pants, or shorts in khaki or black
- Napolese logo hat (2020 branding, provided)
- Non-slip, close-toed, black footwear

## **NEED MORE/NEW APPAREL?**

Additional company-issued items and can be purchased via payroll deduction- just talk to your manager. Replacements for company-issued items that are no longer to standard because of normal wear and tear are free, simply trade in your old shirt or hat with your manager.





# FINISHING TOUCHES

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## 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](mailto:hr@cafepatachou.com), if you have concerns regarding the Dress Code.

Para obtener ayuda en español, comuníquese con Estefania Magana, [estefaniam@cafepatachou.com](mailto:estefaniam@cafepatachou.com).