



Uniform and Dress Code Policy

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Purpose

As employees of the Forty-Niner Shops, we are all direct representatives of our organization and together have a responsibility to ensure our appearance reflects that same commitment we have to our campus. To maintain the 49er 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 Forty-Niner Shops employees with uniform and dress code standards that directly reflect a clean, positive and professional image throughout our operations.

Policy Statement

The guidelines listed in this policy are intended to provide uniform and dress standards for all Forty-Niner Shops employees.

Departments Affected

This policy applies to all Forty-Niner Shops employees.

Regulations

1.0 Name Badges

All Forty-Niner 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 the Copy Center. We ask that you please not add stickers, embellishments or decorations to your name badges.

2.0 Dress Guidelines and Uniforms

All Forty-Niner Shops employees are asked to dress in professional attire. Various locations have distinct uniforms and dress guidelines that are required for the employee's safety and job duty. Please see your location manager for your specific uniform requirements. Below is a summary of our general dress code.

2.1 Tops

All employees in customer facing locations will receive a 49er Shops logo uniform shirt. Employees will be given a few shirts based on the number of days they are scheduled to work. It is the responsibility of each employee to wear their uniform shirt when they report to work. Employees must keep the shirt cleaned, pressed, and in great condition. Uniform shirts cannot be customized and redesigned.

Department Leads and Supervisors will be given a 49er Shops logo polo shirt. Employees will be given a few shirts based on the number of days they are scheduled to work.

Culinary staff in the Residential Dining Halls will be issued "Chef Coats". Employees will be given a few Chef Coats based on the number of days they are scheduled to work.

Employees may wear long sleeve shirts under the uniform shirt. Color palette may include: white/black/gray.

2.2 Jackets

Employees may wear a jacket/sweater/cardigan over their uniform shirt. Jackets/sweaters/cardigans must be kept clean, pressed and in great condition with no added embellishments, logos or styling. Acceptable color pallet may include: white/black/gray. CSULB logo jackets/sweaters/ cardigans are acceptable to wear, but must also be in the same color palette of white/black/gray. If employees wear a hooded jacket/sweater, we ask that employees not wear the hood on their head, especially when working indoors. Hood can be worn if employee is outside working in inclement weather.



2.3 Pants

Employees in customer facing positions are required to wear pants as a part of their uniform. Pants must be kept clean, pressed and in great condition. Approved color palette for pants may include: khaki, black, industry black pants/Dickies, or black jeans. Black pants must be a true black (not gray/charcoal or faded). Pants may not have added embellishments and styling, including: holes or tears. Pants should fit properly at the waist and should not be baggy or too tight. Leggings/athletic wear are not allowed as an approved pant option.

Employees are allowed to wear blue jeans on Fridays. Jeans must be clean and in good condition. Jeans must not have added embellishments or designs, including holes or tears. Jeans must fit properly at the waist and should not be baggy or too tight. Jeggings/athletic wear that looks like jeans are not allowed as an approved pant option.

2.4 Baseball Hats

Employees who work in food services/culinary positions will be given a CSULB branded baseball hat. To see if your position requires a baseball hat, please see your location manager. Hats are intended to keep your hair pulled back per local health department food safety requirements. The number of baseball hats issued will be based on your scheduled shift. If you lose your hat or have significant wear and tear, please contact your manager.

2.5 Shoes

All employees who work in food/dining services and the bookstore division are required to wear black- slip resistant shoes. Our food service teams work with liquids, grease/oil and spills. The bookstore staff will often be supporting other departments, where slip resistant shoes will be required. For their safety, employees in food/dining services and the bookstore division are required to wear black slip resistant shoes when reporting to work. Please contact your location manager if you have questions about this requirement.

The 49er Shops offers a shoe purchase program called **Shoes for Crews**. This program is voluntary and an alternative for employees who are required to wear slip resistant shoes. The Shoes for Crews program provides each employees with a \$25 shoe credit (once every 2 years). Shoes can be ordered through Human Resources and there are plenty of options that start at \$25/pair. If an employee selects a shoe option above the \$25/pair credit, the employee will be charged the difference via payroll deductions. For more details please contact Human Resources. Please note that the shoes take time to be delivered. It is the responsibility of the employee to ensure they are wearing black resistant shoes on their first shift.

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, with 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.

2.7 Jewelry and Tattoos

The 49er 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 co-workers, 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. Please use good judgement. Management may ask that you cover tattoos that violate our policies. There are limitations for acceptable jewelry in food service locations. For questions, please contact your department manager.

2.8 Corporate Offices

Corporate office/support department staff play an important role of supporting our employees and our operational departments. The dress code must be professional business casual attire for an office setting. *As representatives of the Forty-Niner Shops it is our responsibility to positively reflect a professional image throughout our various operations- at all times.* Please exercise good judgment and good taste in dressing appropriately with respect to your particular job.

Tops

Tops must reflect professional business casual attire. Halter tops, tank tops, strapless tops, cannot be worn; unless worn with a complimentary shirt, blouse, cardigan, sweater or jacket. Tops cannot be low cut or see through. Tops must be clean, pressed and in great condition.

Bottoms

Employees in corporate office/support departments are allowed to wear pants, skirts and dresses that fall under professional business casual attire.

Business casual pants must be kept clean, pressed and in great condition. Approved color palette for pants may include black jeans. Black jeans must be a true black (not gray/charcoal or faded). Pants may not have added embellishments and styling, including: holes or tears. Pants should fit properly at the waist and should not be baggy or too tight. Leggings/athletic wear are not allowed as an approved pant option.

Employees are allowed to wear blue jeans on Fridays. Jeans must be clean and in good condition. Jeans must not have added embellishments or designs, including holes or tears. Jeans must fit properly at the waist and should not baggy or too



tight. Jeggings/athletic wear that looks like jeans are not allowed as an approved pant option

Skirts and dresses must be professional business casual and no more than 3 inches above the knee. Skirts and dresses must be clean, pressed and in great condition.

Skirts and dresses should not have holes, tears or added embellishments. Skirts and dresses must fit under the professional business casual guidelines.

Shoes

Shoes must be appropriate for the professional business casual standard. For safety reasons, no open-toe/open heel shoes are permitted. This includes: no flip flops, sandals, or shoes that have an open heel.

Hats/Caps

In alignment with professional business casual standards, no hats allowed. This includes: baseball hats, fedoras or bandanas.

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