

# Dress Code & Other Personal Standards

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## Purpose

As employees of the Beach 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 Beach 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 Beach Shops employees with a dress code and other personal standards that directly reflect a clean, positive and professional image throughout our operations. Employees who need reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources to discuss the need for accommodation.

## Policy Statement

The guidelines listed in this policy are intended to provide a dress code and personal standards for all Beach Shops employees.

## Departments Affected

This policy applies to all Beach Shops employees.

## Regulations

### **1.0 Name Badges**

All Beach 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 Campus Print and Design. We ask that you please not add stickers, embellishments or decorations to your name badges.

### **2.0 Dress Guidelines and Uniforms**

All Beach 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 Beach Shops logo uniform shirts. Employees will be given uniform 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 their shirt clean, pressed, and in great condition. Uniform shirts cannot be customized and redesigned.

Department Leads and Supervisors will be given Beach Shops logo polo shirts. Employees will be given 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 Chef Coats based on the number of days they are scheduled to work.

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

#### **2.2 Jackets**

Jackets/sweaters/cardigans/sweatshirts must be kept clean, pressed and in great condition with no added embellishments, logos or styling. CSULB, LBSU, and BEACH logo jackets/sweaters/cardigans/sweatshirts are acceptable to wear. Employees may wear a solid color jacket/sweater/cardigan/sweatshirt ovetop their uniform shirt, as long as the uniform shirt remains visible. Approved color palette for jackets/sweaters/cardigans/sweatshirts may include 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 an 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 blue, khaki-tan, or black. Black pants must be a true black (not gray/charcoal or faded). Pants may not have added embellishments and styling, including holes, fraying, rips or tears. Pants should fit properly at the waist and should not be baggy.

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. Approved color palette for jeans may include blue/khaki-tan/black.

Jeggings that look like jeans are not allowed as an approved pant option. Athletic wear, leggings, or sweatpants are not allowed as an approved pant option.

### **2.4 Baseball Hats**

Employees who work in food/dining services positions will be given a CSULB branded baseball hat. To see if your position requires a CSULB baseball hat, please see your location manager. Hats are intended to keep your hair pulled back as required by the local health department food safety requirements. If you lose your hat or have significant wear and tear, please contact your manager.

### **2.5 Shoes**

Shoes must be appropriate for their department's standard. For safety reasons, no open toe/open heel shoes are permitted. This includes: no flip flops, sandals, or shoes that have a completely exposed open heel. Footwear must be functional and ensure the employee is able to complete their job duties safely.

All employees who work in the food/dining services division are required to wear black slip resistant shoes. Our food service teams work with liquids, grease/oil and spills. For their safety, employees in food/dining services 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 Beach Shops is committed to providing uniform compliant, slip resistant shoes for employees in food/dining services at no cost to the employee. Employees in food/dining services are eligible to order a

company provided pair of uniform complaint shoes upon hire. Shoes must be ordered through Human Resources. For more details, please contact Human Resources. Please note that shoes take time to be delivered. It is the responsibility of the employee to ensure they are wearing uniform compliant shoes to all of their scheduled shifts.

## **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 Beach Shops permit 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. Employees who need reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources to discuss the need for accommodation.

## **2.8 Corporate Offices**

Corporate office/support department staff play an important role in supporting our employees and our operational departments. The dress code must be professional business casual attire for an office setting. As representatives of the Beach 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. An approved color palette for pants may include black and blue jeans. Pants and jeans may not have added embellishments and styling, including holes, rips, frays or tears. Pants and jeans should fit properly at the waist and should not be baggy.

Jeggings that look like jeans are not allowed as an approved pant option. Athletic wear, leggings, shorts or sweatpants are not allowed as an approved bottom/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 our 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 a fully exposed open heel.

Closed-toe slingback shoes may be acceptable in office settings for employees who do not work in retail, kitchens, warehouses, or public facing work areas. Please contact your location manager for approval.

Footwear must be functional and ensure that employees are able to complete their job duties safely.

**Hats/Caps**

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

**3.0 Personal Standards**

Our employees represent the Beach Shops and must report to work properly groomed, ready to work with the appropriate clothing and uniforms to start their day. Employees are expected to practice good hygiene standards. All employees required to wear uniforms provided by the Beach Shops must take care of their uniforms and report any wear or damage to their supervisors or location managers.

**4.0 Policy Violations**

Violations of this policy can range from inappropriate clothing items to offensive perfumes and body odor. Employees who report to work in violation of the Dress Code & Other Personal Standards Policy may be asked to clock out and return to work in acceptable attire or grooming. Employees will not be compensated for any time missed because of failure to comply with the Dress Code and Other Personal Standards Policy.

Any deviations from these guidelines must be approved by your manager. Employees who need reasonable accommodation because of religious beliefs, observances or practices should contact Human Resources to discuss the need for accommodations.

## 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.
4.0	10/29/2024	S. Ramirez	Update language on jackets, shoes, personal standards & policy violations		Email Distribution to all employees