



## 2024 Grooming Policy - Effective 2/1/2024

We want you to share your individuality while ensuring our guests and coworkers feel safe and respected. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. Accommodation may be made for religious or medical purposes.

### **UNIFORMED POSITIONS**

Uniformed shirts, pants, shorts, sweatshirts, and jackets will be issued for uniform positions. Shirts must be tucked in. Undershirts must be solid white or black. Shorts, pants, and shirts may not be loose fitting or sagging. Shorts may be no shorter than 2 inches from the bottom of your fingers. Only Boardwalk logo uniform jackets, sweatshirts and hats are permissible for uniformed positions. Shoes must be closed-toe, closed-heel and hard-soled sneakers or other comfortable form-fitting flexible shoes. Ugg styled boots, Crocs, Flip Flops, and Birkenstock shoes are not permitted.

### **UNIFORMED SUPERVISOR POSITIONS**

Supervisors may wear their own pants or shorts, but they must be black, blue, or khaki and follow the guidelines listed above. Only Boardwalk logo uniform shirts, sweatshirts, jackets, and hats are permissible for uniformed supervisor positions.

### **NON-UNIFORMED POSITIONS**

Jeans that are not faded, torn, or frayed at the bottom may be worn. Leggings are not permitted. Shirts, sweatshirts, and jackets may be one color or patterned if appropriate and must not have graphics or words displayed. Hooded sweatshirts are not allowed. When working on the boardwalk, shoes must be closed-toe, closed-heel and hard-soled sneakers or other comfortable form-fitting flexible shoes. Ugg styled boots, Crocs, Flip Flops and Birkenstock shoes are not permitted. Administrative employees may wear dress sandals or business casual footwear.

### **CREW SHIRTS**

Each year, employees will receive that year's approved crew shirt. These are the only Boardwalk logoed shirts permitted outside of uniform shirts and may only be worn on designated crew shirt days.

### **HAIR**

If hair color is your style, it's welcome. Please keep it tidy – clean, brushed and kept back from the face. Hair color must be permanent or semi-permanent, no sprays, glitter, chinks, or temporary products. Hair may only be one color in addition to the natural color. Tie long hair back with plain clips or hairbands to let guests see your eyes and smiles (especially important in Foodservice).

### **FACIAL HAIR**

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Facial hair should be neatly groomed, well maintained, and well-established. The shaving of lines or shapes in facial hair is acceptable provided they do not depict offensive words or symbols. An established beard is an intentionally grown beard, not several days of not shaving. Other than established beards, mustaches, and goatees, you are expected to be clean shaven every workday. *Special note:* Employees required to wear respirators must meet fit-test requirements that may require a clean-shaven face.

**JEWELRY**

Jewelry should be both safe and appropriate for your work environment. Earrings may not exceed two inches in length or diameter. Stud earrings can be no larger than ¼ inch in diameter. You may wear (1) small nose stud no bigger than 2mm OR one (1) snug nose hoop, not larger than 8mm on the side of the nostril. A visible septum nose ring is not allowed. Other visible pierced jewelry or body adornment is not allowed. Solid colored plugs are allowed, so long as it does not exceed ¾ inch in diameter. Tunnels and tapers are not allowed. Food Service employees must comply with Department of Health regulations.

**TATTOOS**

Visible tattoos located on the face or head while wearing company uniform or office attire are not allowed. In addition, tattoos that contain obscene, profane, racist, gang-related, sexual, violent, or other objectionable words or imagery are not acceptable. Tattoos may not be covered by makeup or bandages.

**FOODSERVICE POSITIONS**

If you will be working with food, you may be subject to further grooming standards to comply with Department of Health Regulations. These additional policies may further regulate hairstyles, jewelry, and clothing and disallow false fingernails, false lashes, and nail polish. Check with your department regarding food specific regulations.

**FACE COVERINGS**

At this time, when face coverings must be worn, on Boardwalk property:

1. Logos and offensive graphics on employee masks will not be allowed.
2. Masks can be solid in color or patterned, if appropriate.
3. Cloth face and neck gaiter coverings that hook behind the ears or head and completely cover the nose are permissible. Bandanas are not allowed.
4. Plastic face shields cannot be worn by itself in lieu of a cloth face covering. CDC does not currently recommend use of face shields as a substitute for masks.

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Employee's Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date