

# Hospitality Staff Dress Code Guideline

## 1. Purpose

This dress code guideline outlines expectations for professional appearance, hygiene, and uniform standards for all hospitality staff.

## 2. General Standards

- Staff uniforms must be clean, pressed, and worn daily.
- Personal hygiene must be maintained at all times.
- Proper footwear is required for safety and appearance.

## 3. Uniform Requirements

Position	Attire	Footwear
Front Desk	Company-issued blazer, white shirt, black trousers/skirt	Black closed-toe shoes
Housekeeping	Branded polo, black pants	Non-slip black shoes
Restaurant Server	White shirt, black trousers/skirt, apron	Black non-slip shoes

## 4. Grooming & Appearance

- Hair must be neat and tied back if long.
- Beards and mustaches should be trimmed.
- Minimal accessories and jewelry permitted.
- Nails must be clean and short.

## 5. Prohibited Items

- No visible tattoos or piercings (except for small stud earrings).
- No sandals, flip-flops, or open-toed shoes.
- No denim or casual wear.

## 6. Non-Compliance

Staff not adhering to the dress code may be sent home to change or subject to disciplinary actions.

## 7. Acknowledgement

I acknowledge that I have read and understand the Hospitality Staff Dress Code Guideline.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

