



Company Dress Code & Personal Hygiene Policy

Intent

Abundant Training Institute requires all employees to present themselves in a professional manner, about attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code.

This Policy Shall Discuss:

1. Work-appropriate hygiene;
2. Acceptable levels of personal grooming;
3. Appropriate business attire;
4. Casual Friday;
5. Workplace inappropriate attire;
6. Personal protective equipment;
7. Policy compliance.

Hygiene

Abundant Training Institute employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily.
- Oral hygiene (brushing of teeth) required.
- Use deodorant / anti-perspirant to minimize body odors.
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- Clean and trimmed fingernails (¼ inch long or less).
- Wash hands after eating or using the restrooms.

Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Socks or hose must be worn with shoes.
- Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional).
- Moderate make-up.
- Secured long hair (hair must be tied back to prevent potential for being caught in equipment).
- Clothing must not interfere with the safe operation of equipment.
- No dark glasses (unless prescribed by a physician).
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.
- Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture.
- Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, guest or visitors.

Business Attire

Any Abundant Training Institute staff that maintains regular, in-person contact with students and guest will be required to wear appropriate business attire.

Appropriate Business Attire

- Men – Dress shoes, jackets, shirts, ties, slacks, sweaters.
- Women – Dress tops, dress pants, dresses, skirts, sweaters, pantsuits, dress shoes/open toe shoes. Allied health Instructors may wear scrubs; however, it cannot display any other company or school logo.

Business Casual

- Abundant Training Institute allows employees to wear business casual attire when not in contact with students/guest.
- Employees are always expected to keep appropriate business attire on hand in the event that they are required to attend an in-person customer meeting.

Appropriate Business Casual Attire

- Men - Collared shirts; either dress or golf. Khakis, slacks, dress shoes or casual dress shoes, sweaters.

- Women – Collared shirts; either dress or golf. Khakis, slacks, skirts, dresses, dress shoes or casual dress shoes, sweaters.

Casual Friday/Saturday

- Abundant School employs a “Casual Friday” policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears or stains), and running shoes (no rips, tears or stains).
- While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by our guest or students, either internal or external.

Inappropriate Attire (also applicable to Casual Friday)

The following items are not permitted in any area during normal working hours:

- Sweatpants;
- Jogging pants;
- Pants that expose the midriff, underwear or leggings;
- Gym shorts;
- Bicycle shorts or other athletic shorts;
- Low-cut tops;
- Halter tops;
- Spaghetti strap tops;
- Tops that expose the midriff or underwear;
- Miniskirts;
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing;
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting;
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages;
- Plastic flip-flops or sandals;
- Beach footwear.

Personal Protective Equipment

- Personal/Protective safety equipment must always be worn in areas where such equipment is required.

Clarification

- Every Abundant Training Institute employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her Manager/Director is responsible for coaching the employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirement, contact your manager/Director.

Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in employee counseling and/or disciplinary action up to and including termination of employment.
- Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected.
- Personal appearance standards may be reviewed periodically and updated as deemed necessary.

Acknowledgement & Agreement

I acknowledge that I have read and understand the Personal Hygiene and Professional Appearance Policy of Abundant Training Institute. I agree to adhere to this policy. I understand that if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____