



## Dress for Success

### Personal Appearance and Dress Code

Your personal appearance is very important to your employment at J Salon. Your appearance should always be neat, clean, and professional. Hair must be styled and representative of the salon's best work. Wet hair is unacceptable. If hair is worn up, it must have intention and style. Hair that is thrown up in a rubber band or held up with a pencil is unacceptable. Remember, we are in the HAIR and BEAUTY business.

Haircuts and color must be performed by a J Salon stylist. Color, if used, must always be fresh and well maintained. Under no circumstances is it acceptable for a J Salon employee have their hair serviced outside the salon.

Female employees are required to wear full makeup and are expected to maintain the look throughout the workday, i.e. reapply after meals.

### Dress Code

Choosing to work in the service and beauty industry, you have chosen to be in the spotlight more than the average career. As employees of J Salon, we are part of the environment and image of the Company; thus our style of dress must reflect and enhance the image of the salon. That means our personal appearance must be the best it can since that is our primary business. Hair, makeup, clothes, shoes, breath, nails and everything else about your appearance should be top-notch, every day. While we encourage individuality, we expect you to look consistently professional. The following are some examples of inappropriate dress for work:

Inappropriate:

- Slippers (any footwear that goes between the big toe and second toe and does not have a heel)
- Any garment in disrepair (with holes, stains, faded)
- Garments that are overly revealing or tight
- Anything see through
- Undergarments that are visible through clothing
- Skirts less than fingertip length
- Appropriateness of body piercings and tattoos are at management's discretion
- Excessive make up, cologne/perfume
- Cell phones

Denim is acceptable to wear to work. However, denim should be worn stylishly, not ultra-casually. Remember to always consider appropriate level of professionalism when creating an outfit for work. A t-shirt worn with denim is not appropriate for work.

If you have any question regarding the appropriateness of a particular article of clothing, ask a manager prior to wearing it to work. If management feels you are not presentable when you come to work, you will be asked to change your appearance before you can clock in or proceed to work. Dress code is also required for all classes, even if it is your scheduled day off.

We are in the hair and beauty industry; therefore, you are expected to set the example. All employees are required to be presentable before you come to work. You are more than welcome to apply your makeup or style your hair at work, but you must do so before your scheduled shift.