

## **UNIFORM POLICY / ATTIRE & GROOMING:**

It has always been our goal to make EVERY PERSON feel welcome upon entering one of our restaurants. Unlike many other establishments, we do not cater to just one select group or individual, but to all people! Regardless of the times and how socially acceptable things may be, we would never want anyone to feel alienated or walk away feeling out of place. Whether our guests are young or old, high school students or business class, we rely on their business to stay successful. For this reason, we ask that you refrain from any questionable or inappropriate logos, political statements, symbols, or the like, on any of your outer apparel or jewelry so as not to offend any one person. It is our hope to provide an amazing experience for everyone and that begins with you! Thank you for upholding our tradition of making ALL people feel welcome.

### **LEATHERBY'S WORK ATTIRE**

The minute you enter the parking lot to the moment you exit; you should be fully dressed in your uniform. Uniforms should always be neat and clean. We understand that when working with food you might get dirty, but please try your best to make sure that your uniform remains presentable.

Upon starting work, you will be given one **nametag, visor, and an apron.** Your nametag should only include your real name (the name on your birth certificate). Additional adjectives, stickers, political slogans, or the like are not permitted. Aprons and visors should always be clean, stain and wrinkle free before each shift. You will be given one apron and visor when you are hired, and more are available for purchase. You are more than welcome to purchase additional items at any time.

## **WORK SHIRTS:**

Your shirt needs to be all black, button up style (from the bottom of the shirt to the top). They cannot be a polo shirt and must be free from any logos or extra design. We highly recommend purchasing at least 2-3 shirts to ensure that you always have a clean one handy for work. Shirts must always be wrinkle free and tucked in. If your shirt is too short, unable to be tucked in, you will be asked to purchase a new one.

Occasionally and/or seasonally, we will allow you to wear

Leatherby's T-Shirts. **PANTS:**

Suitable work pants are an all-black, Chino / Docker style pants. Stretch pants, jeans, warm-ups, or pants that are too tight / loose are not acceptable. Pants must be cleanly pressed, stain and wrinkle free. They must be a suitable length so that they do not drag on the ground. Pants should always be positioned at the waist. No sagging is permitted.

## **BELTS:**

Gentlemen should wear a plain, **all-black belt** in addition to their uniform. Ladies are more than welcome to wear them as well. We ask that you please refrain from any other design on the belt.

## **SHOES:**

You must have all-black "non-slip" restaurant shoes that can be easily cleaned and polished as needed. No open toed or open heel shoes will be acceptable due to safety reasons. A good place to order shoes is [www.shoesforcrews.com](http://www.shoesforcrews.com).

## **SOCKS:**

Socks are required and should be all black to match your pants!

## **VISORS:**

Dispensers and Grill Line Cooks must always wear a **visor**. If you choose to, you may also wear an appropriate (thick) hair band or a hair net. The color of the hair band can be of your choosing but must be a solid color. It is required by the State Health Department that if you are working directly with food your hair must be covered in a hair restraint. This is the law and is non-negotiable.

- As stated above, if you do not want to wear a visor, you also have two other options. If you have long hair you may choose:

- **A HAIRNET**

- **THICK HEADBAND.** (1 solid color.)



- **THIS WORKS THIS DOES NOT**



**In time, all work attire becomes faded, stained, or worn. It is up to you to replace these items to make sure you always meet the attire standards. If your shoes are dirty and old, replace them. If your shirt is stained, buy a new one. We expect you to take pride in your uniform and appearance. If attire standards are not met, you may be sent home, asked to purchase a new shirt/apron in order to work the shift, and/or given a coaching form OR written up by a Manager.**

## **GROOMING:**

### **HAIR:**

Your hair must be a **natural color**. Highlights are permitted so long as they are also of a natural color.

Unless you have short (trimmed / buzzcut) hair, your hair must be pulled back in a TIGHT bun or a braid, and bangs should be pinned back. If you have shorter, clean-cut hair, you are required to have it washed and combed neatly. Your hair should never be loose, dangling, or falling in your face while you are working, because this poses a sanitary problem.

### **FACIAL HAIR:**

Your facial hair should be clean shaven daily prior to coming to work. Second day stubble will not be tolerated. Facial hair should be trimmed short and have a clean distinct shape as well as distinct lines. The neck line should be clean at all times and sideburns should be no longer than the earlobes. You will be sent home or asked to shave before you start your shift if your facial hair does not comply with these standards.

### **MAKEUP:**

Makeup should be fresh faced and moderate. The use of heavy makeup is discouraged.

### **HANDS / NAILS:**

Hands must always be clean, and nails should be well manicured. **Nail polish OR gel** are allowed on your natural nail so long as they meet our requirements. Your nails themselves should not exceed a quarter inch from your finger. **NO EXTENSIONS/ ACRYLICS OR FALSE NAILS**



You are allowed: Pink or lighter, preferably a nude tone. White tipped French-tips are acceptable. The middle three colors of the picture displayed are acceptable. Gel is preferred since they will not chip as easily.

Anyone assigned to food prep is required to **wear gloves while preparing food if you have nail polish or gel**.

**If your nails are chipping, the wrong color, fake, not properly manicured, and so forth, you will be told to go to the store to fix them, and/or asked**

UPDATED 1.6.2026

**to leave with an unfortunate disciplinary warning.** We would advise you to keep nail polish (or remover) in your purse so that this does not happen.

### **JEWELRY:**

**Bracelets and necklaces** must be removed before beginning your shift. If you wear a necklace for something like a religious purpose, we ask that it be hidden underneath your shirt.

You may wear a single band **watch** so long as it is not bulky and does not interfere with work or have anything that could fall off from the watch. Watch bands must be a single solid color.

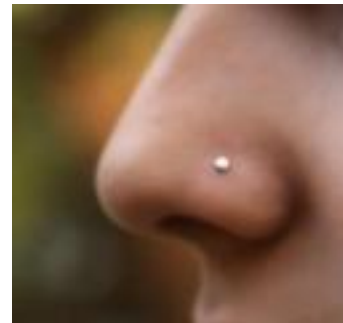
You are allowed one, plain-band ring per hand. If it has a diamond or other jewels, we ask that you remove the ring so that nothing may fall from it.

### **PIERCINGS:**

Employees can wear two small and tasteful **STUD earrings** per earlobe. No hoop, dangling, or plug earrings are allowed.

### **NOSE PIERCINGS:**

- We allow 1 stud nose piercing.
- Piercing must be in the center of one (right or left) side of your nostril. Use the picture for reference.
- It cannot be any larger than 3mm = the piercing pictured to the right.
- The piercings must be either clear, silver/stainless, or a diamond.
- We do not allow different designs, colors, figures, etc.
- We do not allow hoops, rings, or septum piercings.



### **TATTOOS:**

No visible tattoos are permitted while working. If you have tattoos, no problem! However, you will have to find ways to cover them, and **this is your responsibility to have them covered prior to the shift.** If needed, you may wear an appropriate, solid color (Black, Blue, or Grey) sleeve to cover them.

## **CLEANLINESS:**

In any business that deals with food, cleanliness can never be over emphasized. This means not only your own personal hygiene (face, hands, nails, hair, etc.), but your clothes and shoes and uniform as well. As an employee at Leatherby's, you will be in constant contact with food. So, this means that not only must you arrive at work clean and neat, but that you must maintain an exceptionally high level of cleanliness at all times while you are working.

First and foremost is the necessity of washing of your hands throughout the day and any time you move from one duty to another (server to dispensing; cashier to grill; bussing to serving; cleaning to food preparation; dishwashing to bussing, etc.), or if you handle any raw meat or money. You are of course required by law to wash your hands after using the restroom. We also require that you remove your apron before entering the restroom and when taking trash out to the dumpsters to prevent any cross contamination.

Hair must be kept clean, pulled back from the face, and tied up in a tight braid or bun. If bangs or hair cannot be held secure, a visor, or hair net must be worn.

Hands and nails should be clean when at work. You should not have dried paint, writing on your hands, oil stains, grease under nails, or any other marks or discoloration.

Shoes and clothes must be maintained in a neat and clean manner.

Finally, it is your responsibility to adhere to the uniform policy outlined above. Wearing anything additional to (i.e. stickers, pins, slogans, etc.) are not part of the uniform and are not permitted. Failure to follow these requirements can result in disciplinary action and/or termination. Again, it is our goal to make EVERY PERSON feel welcome upon entering one of our restaurants. Thank you for respecting and upholding these guidelines.

**Overview:** For easy reference, here is a summary of the uniform policy and grooming policy:

**Uniforms:**

- Uniforms should be neat and clean. (Ironed and washed daily) Dirty uniforms will not be allowed. They carry bacteria and look dirty.
- Wear black non-slip shoes
- Wear a full uniform. (Shirt, apron, black pants, nametag, visor)

**\*\*\* If you need new uniform items just let us know. You will need to pay for them at the time of purchase. It is a good idea to purchase additional shirts, aprons and pants so that you have multiple uniforms. \*\*\***

**Uniform & Appearance Policy – Visibility of Personal Items :**

To maintain a clean, professional, and consistent appearance that aligns with our brand standards, all team members are expected to follow the guidelines below regarding personal items:

- Keychains, phones, wallets, and other personal belongings must be kept out of sight during working hours.
- These items should not be visible in uniform pockets or anywhere that may be seen by customers.
- Whenever possible, store personal items in designated lockers, cubbies, or secure areas.
- Pockets should remain free of bulging or protruding items that may appear unprofessional or distract from the guest experience.

Our goal is to ensure a neat, polished look that reflects the quality and care we put into our service. Thank you for helping us maintain a strong first impression!

## **Grooming:**

### **Everyone:**

- **No visible tattoos permitted** while working. Please wear shirts or sleeves that cover your artwork. (Band-Aids are not acceptable.)

### **Women:**

- Hair needs to be pulled back in a bun or braid & bangs should be pinned back. (Ponytails are not allowed in food prep positions)
- Light pink- or nude-colored clean up-to-date nails. **No fake nails.**
- Females may wear 2 small stud earrings per earlobe. No plugs or gauges. No other facial piercings are allowed (nose, tongue, eyebrow, cheek, etc.)

### **Men:**

- Clean-cut hair (washed and combed).
- Clean-shaven daily.
- Guys one small stud per earlobe

## **Scheduling:**

- You must work 2 days out of the weekend at least (Friday, Saturday, Sunday)
- 2 weeks in advance for time off requests is required
- When getting shifts covered, confirm with the person that they can cover the shift, both employees need to ask the manager for that shift if it is okay, once okayed by the manager call the store to get the shift switched on the physical schedule
- You are responsible for all scheduling switching and covering once the schedule has been released. If it is an emergency, talk to the manager and we will go from there.

**\*\*\* If you have any questions, concerns or comments please feel free to speak to anyone on your management team.**