Dress Code:

Our staff are often the first impression of the Hotel that guests encounter. We want to ensure our team members present as professional, welcoming and approachable. We recognize that dress, grooming, and personal cleanliness standards both affect the image of the Hotel to our guests, and contribute to the morale and professionalism of all employees. It is also important that dress and grooming don’t impede on job performance, safety or hygiene considerations.

During business hours or when representing the hotel and restaurant, you are expected to present in a clean and neat appearance. Some positions, will require you to wear a uniform. In general, and unless otherwise informed by your supervisor, employees required to wear a uniform must be in uniform at all times while on duty. The employee is responsible to clean and maintain their uniform on a regular basis and uniforms are expected to be in good condition.

Consult your supervisor if you have questions as to what constitutes appropriate appearance. Reasonable accommodation may be made to a person with a disability.

Hotel:

**a.    Front Desk Associate/Night Audit** The front desk will be interacting frequently with guests and they are typically the first impression of the property.

**Shirts:** Two shirts will be provided

**Jacket/Sweater:** You may choose a blazer, a cardigan or a vest to be ordered through your supervisor

**Pants:** Black pant: Jeans, cigarette style, slacks. Jeans cannot have rips or tears.

**Skirts/Dresses:** Black pencil skirts, professional style

**Shoes:** Shoes for all employees must be closed toed, conservative colors, and be clean and in good condition.

**Jewelry:** because Front Desk are often cross-trained to respond to maintenance and housekeeping tasks, no jewelry that could interfere with cleaning or maintenance tasks.

**b.    Housekeeping Associate-** Housekeeping attire must be functional to complete necessary tasks.

**Smocks:** two smocks will be provided

**Pants:** Pants that allow for bending, lifting and cleaning duties. Pants cannot have rips, tears. No shorts or skirts

**Shoes:** Closed toed tennis shoes

**Jewelry:** no jewelry that could interfere with cleaning tasks including dangling earrings or other piercings, necklaces or bracelets. Jewelry may be removed and stored in employee lockers.

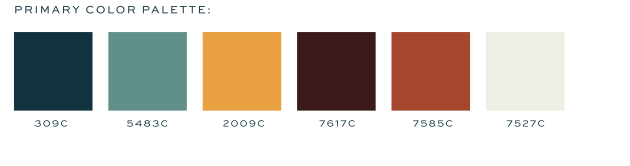
**c.    Maintenance:** Maintenance must wear attire that does not present an occupational risk, including pants without holes, rips or tears and clothes that allow for mobility.

**Pants:** Pants that allow for mobility. Pants cannot have rips or tears. No shorts.

**Shoes:** Closed toed shoes

**Jewelry:** no jewelry that could interfere with cleaning tasks including dangling earrings or other piercings, necklaces or bracelets. Jewelry may be removed and stored in employee lockers.

**d.    Management/Supervisors/Sales:** Managers, supervisors and sales set the tone for the entire staff and represent the hotel leadership in a very important way. Although they may have different tasks on different days ranging from being in a back office, to taking a sales meeting, to working a shift, no matter what activity they are doing, they should be cognizant of the image they are projecting to staff and to guests and partners. In recognition of the need for cohesion, managers and non-uniformed positions may select for purchase up to 4 outfits form Cargo Crew Suiting or J Crew Suiting. Purchases should be consistent with the hotel’s color palette:



In addition to these colors, black, white, grey and navy are acceptable colors. Selections must be pre-approved and will either be purchased directly by the hotel or purchased by the employee and reimbursed. Managers may update their selections annually.

**Shirts:** button up oxford-style shirts, shells or t-shirts in good condition to be layered, sweaters in the winter and polos in good condition in the summer.

**Jacket/Sweater:** blazer, cardigans or jackets are acceptable.

**Pants:** Jeans or slacks. Jeans cannot have rips or tears and should be in good condition.

**Skirts/Dresses:** pencil or A-line skirts or dresses in a professional style

**Shoes:** Shoes must be closed toed, conservative colors, and be clean and in good condition.

**Jewelry:** tasteful jewelry, ensure that it doesn’t impede on job performance.