

# *The Country Club of Virginia*

## LADIES' APPEARANCE STANDARDS

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### ***Uniforms/Attire***

In departments which require uniforms, all employees are expected to be in complete uniform at all times. Employees not required to wear a uniform are expected to dress conservatively, in appropriate business attire for our traditional, professional atmosphere. Dress and skirt lengths may be no shorter than three inches above the top of the kneecap. Shorts, where permitted, must have an inseam of at least five inches. All clothing must be freshly laundered, neatly pressed, and free of holes. Shirttails must be tucked in, and appropriate undergarments must be worn. All clothing must be properly sized. Jeans and denim are prohibited. Spandex and similar garments are permitted only in Racquet Sports and Fitness and only as undergarments.

### ***Nametags***

Nametags are considered part of the uniform except in areas where they may be safety hazards. Employees must wear nametags on the right-hand side of the shirt or jacket at all times while on duty. Lost or damaged nametags should be reported promptly so they may be replaced. Employees may be charged for repeated nametag replacements due to loss.

### ***Hats***

Hats are permitted only outdoors, except in the Racquet Sports building and except for culinary staff. Hats must be worn with the brim facing forward and must have CCV logos or be issued as part of the uniform.

### ***Hygiene***

Daily bathing and use of deodorant/antiperspirant are required. Only light perfume is permitted. Fingernails must be clean and should extend no more than 1/4 inch beyond the fingertips. Nail polish, if worn, must be a solid, traditional color, and must be maintained.

### ***Makeup***

Makeup should complement skin tone and create a natural look. Excessive makeup is not permitted.

### ***Hair***

Hair must be clean and well groomed. Hair must be styled neatly so it does not come into contact with the front of the face or obstruct visibility. If hair is dyed, it must be a uniform, natural-looking color. Extremes in frosting, dyeing, or tinting are not permitted.

### ***Jewelry/Piercings***

Jewelry must be conservative and appropriate to a professional atmosphere. One earring may be worn in each earlobe; earrings, studs, etc. are not permitted in other parts of the ear or other visible parts of the body (noses and eyebrows, for example). Bandages may not be used to cover inappropriate piercings.

### ***Hosiery/Shoes***

Hosiery/stockings must be worn at all times with open-toe shoes, with cropped pants, and with skirts/dresses. Hosiery should be in subtle shades which complement skin tone and the uniform. Restaurant and Banquet servers must wear socks or hosiery at all times. Shoes should be comfortable, professional, and appropriate to the job and the uniform. Heels should not exceed three inches in height. Casual sandals are not permitted, except in Youth and Aquatics.

### ***Tattoos***

Tattoos must be covered at all times when employees are in member areas.

Employees must comply with these appearance standards at all times while on property, whether on duty or not. This includes walking between the parking lot and the workplace and coming in only to pick up a paycheck, for example.

# *The Country Club of Virginia*

## GENTLEMEN'S APPEARANCE STANDARDS

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### ***Uniforms/Attire***

In departments which require uniforms, all employees are expected to be in complete uniform at all times. Employees not required to wear a uniform are expected to dress conservatively, in appropriate business attire for our traditional, professional atmosphere. Shorts, where permitted, must have an inseam of at least five inches. All clothing must be freshly laundered, neatly pressed, and free of holes. Shirrtails must be tucked in, and appropriate under-garments must be worn. All clothing must be properly sized. Jeans and denim are prohibited. Spandex and similar garments are permitted only in Racquet Sports and Fitness and only as undergarments. Coat and tie are required on the main floor of the Westhampton Clubhouse after 5:30 p.m.

### ***Nametags***

Nametags are considered part of the uniform except in areas where they may be safety hazards. Employees must wear nametags on the right-hand side of the shirt or jacket at all times while on duty. Lost or damaged nametags should be reported promptly so they may be replaced. Employees may be charged for repeated nametag replacements due to loss.

### ***Hats***

Hats are permitted only outdoors, except in the Racquet Sports building and except for culinary staff. Hats must be worn with the brim facing forward and must have CCV logos or be issued as part of the uniform.

### ***Hygiene***

Daily bathing and use of deodorant/antiperspirant are required. Only light cologne/aftershave is permitted. Fingernails must be clean and should not extend beyond the fingertip.

### ***Hair***

Hair should be combed, cut, and tapered so that it does not extend beyond the middle of the ear or the top of the collar. If hair extends beyond the top of the collar, it must be pulled back into a ponytail that does not extend more than three inches beyond the collar. Hair must be clean and well groomed. Hair must be styled neatly so it does not come into contact with the front of the face or obstruct visibility. Extremes in dyeing, frosting, or tinting are not acceptable. If hair is dyed, it must be a uniform, natural-looking color. Sideburns must be neatly trimmed and may extend to the bottom of the earlobe following their natural contour. Existing mustaches and beards are acceptable (except in positions where they may be safety hazards), provided they are neatly trimmed. New mustaches and beards must be grown away from work; incomplete facial hair is not permitted.

### ***Jewelry***

Jewelry must be conservative and appropriate to a professional atmosphere. Pierced jewelry is not permitted. Bandages may not be used to cover inappropriate piercings.

### ***Shoes/Socks***

Socks must be worn at all times with slacks. Shoes should be comfortable, professional, and appropriate to the job and the uniform. Casual sandals are not permitted, except in Youth and Aquatics.

### ***Tattoos***

Tattoos must be covered at all times when employees are in member areas.

Employees must comply with these appearance standards at all times while on property, whether on duty or not. This includes walking between the parking lot and the workplace and coming in only to pick up a paycheck, for example.