

# *The Country Club of Virginia*

## **Employee Appearance Standards**

The Country Club of Virginia is a traditional and conservative organization, and employees' appearance and attire should reflect the culture. These guidelines are intended to provide overall direction; certain departments will have more specific rules and requirements related to uniforms.

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.

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, coming in only to pick up a paycheck, or attending a staff meeting outside of work hours, for example.

### **Gentlemen**

#### **Uniforms/Attire**

All clothing must be freshly laundered, neatly pressed, and free of holes. Shirttails must be tucked in unless the uniform dictates otherwise, and appropriate undergarments must be worn. All clothing must be properly sized. Shorts, where permitted, must have an inseam of at least six inches. Jeans and denim (any color) are prohibited. Spandex and similar garments are permitted only in Racquet Sports and Fitness and only as undergarments. Coats 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 to HR so they may be replaced.

#### **Hats**

Hats are permitted only outdoors, except in the Racquet Sports building and except for culinary staff. For Building Maintenance employees, hats may be worn indoors by painters, and by others only when they are performing maintenance duties. 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 clean and neatly trimmed. Hair should not 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. 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 unless it is intended to disguise a body piercing that would otherwise be visible (such as a flesh-colored disc). 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.

## **Ladies**

### **Uniforms/Attire**

All clothing must be freshly laundered, neatly pressed, and free of holes. Shirttails must be tucked in unless the uniform dictates otherwise, and appropriate undergarments must be worn. Dress and skirt lengths may be no shorter than three inches above the top of the kneecap unless worn with opaque tights. Shorts, where permitted, must have an inseam of at least five inches. Spandex and similar garments are permitted only for Racquet Sports professionals (only as undergarments) and Fitness instructors. Bare midriffs are not permitted. All clothing must be properly sized.

Examples of prohibited attire include (but are not limited to):

- Denim, chambray, and faux denim (any color)
- Leggings and other tight-fitting apparel
- Clothing that reveals excessive cleavage
- Sheer clothing
- Garments with halter necks or spaghetti straps or that are strapless

### **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 to HR so they may be replaced.

### **Hats**

Hats are permitted only outdoors, except in the Racquet Sports building and except for culinary staff. For Building Maintenance employees, hats may be worn indoors by painters, and by others only when they are performing maintenance duties. 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.

### **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 should not 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. Pierced jewelry is only permitted in the ears unless it is intended to disguise a body piercing that would otherwise be visible (such as a flesh-colored disc). Bandages may not be used to cover inappropriate piercings.

### **Hosiery/Shoes**

Restaurant and Banquet staff must wear socks or hosiery at all times, as well as closed-toe shoes. 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.