

It is important for our team to be able to express their personalities and styles. However, with this freedom comes a sense of responsibility and requires good judgement skills.

Emma Justine Salon employees are expected to maintain an overall professional appearance, use good judgement, and dress in a manner that appropriately reflects and ***enhances*** the salon's image in the community and in the industry. A professional appearance reflects respect for both customers and co-workers, and is critical to success in a service-related business. Healthy grooming habits are also essential to maintaining a professional appearance.

HEALTHY GROOMING

It is essential for all employees to be aware of their personal hygiene.

- Oral hygiene - please be mindful of the odor your lunch may leave behind
- Hair hygiene - please be mindful of the potential greasy look or smell that may come from unwashed hair
- Body hygiene- please be mindful of the potential odor that may come from the decision to not wear deodorant.
- Garment hygiene - please be mindful of potential odor that may come from your clothing, such as cigarette smoke, pet odor, food odor, etc. Please spot check your attire to make sure there are no visible bleach marks or stains.

BUSINESS CASUAL ATTIRE

All salon employees are expected to dress in Business or Business Casual. Please refer to the 2nd page a quick reference guide.

Examples of ***unacceptable*** business attire includes, but is not limited to the following:

- Stretch pants, yoga pants, lounge wear, exercise apparel, casual shorts or extremely short skirts or overly revealing clothes
- Tennis shoes (fashionable sneakers could be ok, please refer to the picture reference), flip-flops, crocks, work boots
- Apparel that displays unprofessional text and/or images
- Apparel that displays political or religious affiliation or other outside affiliations, memberships, or movements

GENERAL PHYSICAL APPEARANCE

In addition to proper dress attire, all employees are expected to strive to look their best every day. This has a direct impact on client relationships and our work ethic. We are a salon that offers hair and skincare services and our employees must reflect this. All employees should have their hair well maintained and styled. Wearing makeup is a requirement and should be maintained up to the norm of every individual.*

EMMA JUSTINE SALON | PROFESSIONAL APPEARANCE GUIDELINES

