



DRESS CODE POLICY

All Atlanta Convention & Tradeshow Staff are to

Women:

Black dress skirt or pant suit (Women can wear a Black Sweater, or Cardigan)

Skirts should be a little below the knee and never shorter than above the knee

Pressed, solid collared button-down shirt

Nude (skin-tone) or dark-colored panty-hose and closed-toe heels

Dress shoes (pumps, flats, heels)

Make-up should be minimal and conservative (daytime makeup)

No perfume or body sprays, visible tattoos or face piercings

Hair must be neat



Men:

Full suit with matching jacket and pants (Men can wear a Black Sweater)

Pressed, solid collared shirt

Black belt, Black Tie, Black dress socks and shoes The bottom of the tie should just barely cover the entire belt buckle; a tie should never be too long or too short

No cologne, visible tattoos or face piercings

Hair must be neat



*Tip: Keep hair and jewelry simple (i.e. studs for earrings); remove all other jewelry and piercings (i.e. nose rings, etc.)

Employee Name: _____ Date: _____



CODE OF ETHICS

- Must arrive 15 minutes before schedule shift for instructions, signing in, restroom break or any last minute things that may need to be handled before shift starts.
- Must ask any questions or report any issues to your Supervisor ONLY.
- Your Supervisor is the ONLY person that can ask you to come in early, leave early, stay late, send you to breaks, or offer the events food and beverage to you
- NO Cellphone usage while you are on your post
- NO Eating and Drinking while you are on your post
- Must Check In and Out based on the schedule that you were given, if you have any issues please speak with your Supervisor
- Must Go and Come back from Breaks and Lunches on time, breaks are .15 minutes only and Lunches are .30 minutes only
- No Calls/No Shows results to an immediate termination
- Must stay on post at all times, unless you have been dismissed for a break
- Must be in Dress Code at all times

Employee Name: _____ Date: _____