	Grooming Policy	Policy No	HRPP 010/2024
		Effective Date	01 August 2024
All Employees	Confidential – Internal communication only	Revision No	
		Revision Date	

**1. Purpose**

The purpose of this grooming policy is to ensure that all employees present a clean, professional, and welcoming appearance that aligns with the company’s standards and enhances the guest experience.

Employees must also comply with department regulations and hygiene standards such as HACCP, especially the staff working in F&B service and production.

**2. Scope**

This policy applies to all uniformed employees, including full-time, part-time, seasonal, and temporary staff.

**3. General Appearance**

**Uniforms:** Employees must wear the assigned uniform appropriate to their role, clean, well-maintained, and properly fitted. Uniforms must be free of stains, wrinkles, and damage.

**Name Tags:** Name tags should be always worn on the upper left side of the uniform while on duty, clearly visible to guests.

**4. Personal Hygiene**

**Cleanliness:** Employees are expected to maintain a high standard of personal cleanliness. This includes regular bathing, use of deodorant, and ensuring clean hair and nails.

**Fragrances:** The use of strong perfumes, colognes, or scented lotions should be moderate and not overpowering.

**5. Hair**

**Style:** Hair should be clean, neatly styled, and kept out of the face.

**Color:** Hair color must be natural-looking and professional. Unconventional colors (e.g., bright blue, green, pink) are not permitted unless approved by management for specific roles or events.

All food handlers should strictly follow HACCP grooming and hygiene standards.


**6. Facial Hair**

Beards, mustaches, and sideburns must be well-groomed and neatly trimmed. If not maintaining facial hair, employees should be clean-shaven.

All food handlers should strictly follow HACCP grooming and hygiene standards.



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## 7. Makeup

**Application:** Makeup should be applied tastefully and in moderation, enhancing natural features without being overly dramatic.

**Colors:** Use neutral and professional colors that complement the uniform and overall appearance.

## 8. Nails

**Length:** Nails should be kept at a moderate length, clean, and well-manicured.

**Polish:** Nail polish, if worn, should be in neutral or subtle colors. Avoid bright or unconventional colors.

## 9. Jewelry

**Quantity:** Jewelry should be minimal and not interfere with job duties. Excessive jewelry is not permitted.

**Types:** Small, simple earrings, rings, bracelets, and necklaces are acceptable. Large, dangling, or noisy jewelry is not allowed.

**Safety:** Jewelry that may pose a safety risk must be avoided.

## 10. Tattoos and Piercings

**Visibility:** Visible tattoos must be discreet and not offensive. Tattoos that do not meet this standard must be covered while on duty.

**Piercings:** Only traditional ear piercings are allowed. Other visible piercings, such as facial piercings, are not permitted unless approved by management for specific roles.

## 11. Footwear


**Type:** Shoes must be appropriate for the uniform and the specific job duties. They should be clean, polished, and in good condition.

**Safety:** Employees in roles requiring physical activity or those working in potentially hazardous areas must wear appropriate safety footwear.

## 12. Exceptions

Any exceptions to this grooming policy must be approved by the management. Cultural, religious, or medical accommodations will be considered on a case-by-case basis.



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### 13. Compliance

All employees are expected to comply with this grooming policy. Non-compliance may result in disciplinary action, up to and including termination.

PREPARED BY	APPROVED	APPROVED
 Human Resources Kaimoo	 Aishath Neena Ahmed Executive Director	 Mohamed Manih Ahmed Managing Director

