

## Turner Valley Golf Club

### **Dress Code (Uniform) & Personal Hygiene Policy**

#### **Intent**

To ensure that our standards of appearance are consistent and that we project a professional and upscale establishment, Turner Valley Golf Club employees are required to wear Turner Valley Golf Club the current season's apparel (uniforms/clothing) and name tags during working hours.

#### **Policy**

Turner Valley Golf Club requires all employees to present themselves in a professional manner, with regards to attire, personal hygiene and appearance. These standards are commensurate with our organizational practices and are considered our "UNIFORM" policy. Violators will be sent home to comply with this policy.

#### **Uniform / Clothing Provisions**

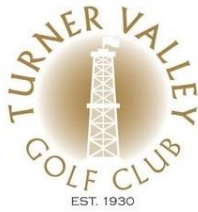
Employees will be given a discount toward the purchase of TVGC branded uniform/clothing from the Pro Shop.

Employees of Turner Valley Golf Club must wear current season's issued uniforms that consists of:

- Front-line (ProShop or Food & Beverage) employees - issued golf shirt and current issued name tag (this must be worn every shift). A TVGC golf hat or visor may be added. The bottoms (pants, capris, skorts, Bermuda shorts) shall coordinate with the current season's colour of golf shirt and will be determined before the staff orientation.
- Outside workers must wear TVGC logoed wind jacket and TVGC golf shirt. If a golf hat is added it must be a TVGC logoed hat, and finally a name tag (this must be worn every shift).
- Course & Grounds employees while working outdoors must wear TVGC logoed golf shirt, TVGC logoed outdoor jacket and TVGC golf hat.

#### **Purposes:**

- To identify the staff that are on-duty.
- To enhance security.
- To promote a professional image of the organization.
- Uniforms should be used only during working hours and should not be worn in places that would not represent the positive image of TVGC.



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- TVGC will provide replacements (at cost to the employee) for normal wear and tear job-related reasons.

### **Work-appropriate hygiene**

Turner Valley Golf Club employees are expected to meet hygiene requirements during regular business hours for the duration of their employment. Employees are expected to maintain personal cleanliness by bathing daily. Oral hygiene (brushing of teeth) required. Use deodorant/antiperspirant to minimize body odors. No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees. Clean and trimmed fingernails. ¼ inch long or less. Wash hands after eating, or using the restrooms.

### **Acceptable levels of personal grooming**

Uniforms and other clothing must be clean, pressed, in good condition and fit appropriately. Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional). Moderate make-up. Secured long hair. Clothing must not interfere with the safe operation of equipment especially in the kitchen prep areas. No dark glasses (unless prescribed by a physician). Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. Tattoos that are not offensive do not have to be covered, however any tattoos that may be deemed offensive by the public should be covered.

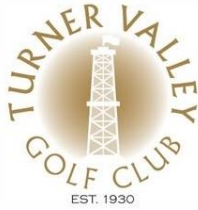
### **Inappropriate attire**

The following items are not permitted in any area during normal working hours: sweat pants, jogging pants, pants that expose the midriff, underwear or leggings, gym shorts, bicycle shorts or other athletic shorts, low-cut tops, halter tops, spaghetti strap tops, tops that expose the midriff or underwear, any form of clothing that is mesh, sheer, see-through or otherwise revealing, any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting, any form of clothing that is overtly commercial, contains political, personal or offensive messages.

Footwear: open-toed shoes of any description (incl. beachwear sandals, &/or plastic flip-flops) is not permitted.

### **Employee Responsibilities**

The purchase of a uniform is the sole responsibility of the employee, but will be given at a set cost. Employees will be given a discount toward the purchase of TVGC branded



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uniform/clothing from the Pro Shop. These purchases will be taken off the employee's first or second (if required) payroll cheques.

Every TVGC employee is responsible for exercising sound judgment and common sense for his or her personal hygiene and attire at all times. If an employee is deemed to be wearing inappropriate attire, their Manager is responsible for coaching the employee accordingly.

### **Policy Compliance**

Any employee arriving for shift with inappropriate grooming, hygiene or uniform standards will result in being sent home. If employee chooses not comply then disciplinary action up to and including termination will take place.