

DRESS CODE – PERSONAL APPEARANCE FORM

All personnel employed by the Company must be neat, clean and in the appropriate uniform at all times when on the job. Any employee failing to present a professional appearance or reporting to work out of uniform may be sent home.

Neat and appropriate grooming is required. It is our attempt to make your working environment as comfortable as possible. We only ask that you use good taste in dress such as clean jeans or walking shorts [no holes or cut-offs]. Sneakers or rubber-soled shoes are recommended – no open-toed shoes are allowed.

All employees should keep hair tidy and well groomed. Men should be clean-shaven; beards must be kept neat. Women should avoid wearing excessive makeup. No strong perfumes or aftershave. Halter tops or tank tops are not allowed. Good personal hygiene habits are a must.

Inappropriate attire includes: Ripped, torn or faded jeans, sweat pants, hats with offensive messages, leggings or spandex pants, revealing or tight-fitting clothing such as sleeveless tank tops, midriffs, halters or low cut tops.

I, _____ have been issued _____ 1 Source Janitorial shirts to be worn while working for the Company. I am responsible for the care and cleaning of each shirt. At the time of my termination from 1 Source Janitorial [Voluntary or Involuntary] I will return all shirts to the company within 3 working days.

Employee Signature

Date

Supervisor Signature

Date