



Trees Organic  
COFFEE & ROASTING HOUSE

## Operations Manual

### **Uniform and Dress Standards**

#### **Non-management Staff:**

- Shirt:** Employees are required to wear the Trees issued T-shirt. T-shirt may be worn tucked or untucked.
- Pants:** Employees are required to wear black pants. Female employees have the option of wearing a black skirt, no more than 2 inches above the knee, accompanied with black nylons or tights.
- Apron:** Employees are required to wear the black Trees issued apron.
- Footwear:** Employees are required to wear black shoes or boots, with closed toe and heel. Soles must be slip resistant, with heel height not exceeding 2 inches.
- Socks:** Employees are required to wear black socks or nylons at all times.

#### **Management Staff:**

Management personnel have the choice of wearing the Trees issued T-shirt, or their own black dress shirt or blouse.

Management staff must follow the same guidelines, as listed above, for pants and footwear.

## **Personal Appearance and Hygiene**

- Hair:** Hair must be neat and well groomed. Hair longer than shoulder length must be tied back away from the face and off the shoulders. Facial hair must be neatly trimmed.
- Jewelry:** Jewelry must be kept to a minimum. A maximum of 3 earrings per ear is permitted. Earrings must be studs or sleeper earrings only. A maximum of 1 facial piercing is permitted, provided it is relatively discreet. A maximum of 2 finger rings is permitted, along with a wristwatch. A maximum of 2 chains around the neck is permitted, provided they are thin with only a small pendant. No jewelry with offensive or derogatory words or depictions is permitted
- Cosmetics:** Make-up should be kept minimal, in order to provide a natural look.
- Nails:** Employees must keep nail polish free of chips, with fingernails neatly manicured. Nail polish must be clear or neutral colour.