

Dress/Fashion Code

Martha's Gourmet Kitchen encourages all employees to be conscious of their personal appearance and hygiene while at work. As MGK derives much of its business from religious organizations, employees must take care to ensure that nothing in their fashion style would result in negative perception. As such, employees are evaluated not only by their service but also by their appearance. It is Martha's Gourmet Kitchen's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a Company. Employees are expected to present a well-groomed, conservative, and professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the Company. The staff will be notified by Martha's Gourmet Kitchen when the regular expectations for professional dress are waived.

Martha's Gourmet Kitchen expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand.

Martha's Gourmet Kitchen standard acceptable work "uniform" will include:

- A company shirt, supplied by MGK, that should be worn at all times while on premises;
- A company apron; and
- Jeans, jean shorts, khaki pants or shorts, black pants or shorts.

Martha's Gourmet Kitchen will not tolerate dress or attire from employees that the supervisor considers disruptive, inappropriate, or which adversely affects the professional atmosphere. The following list is to serve as a guide; it is not intended to be all-inclusive.

1. Clothing with alcohol (including bar related), tobacco or drug promotions, sexual references and innuendoes, vulgar, sexist or racist sayings or gang insignia.
2. Accessories which could be considered weapons, such as spiked wrist wear or ankle bands, spiked rings or lengthy chains of any size including chains attached to wallets.
3. Underwear, bras, or boxers must not be visible, even when bending or leaning over.
4. Sleeveless Shirts, Tank-Tops, Strapless, off-the-shoulder or revealing garments/undergarments, bare midriff tops, halters or strapless tube-tops; this includes men's



shirts with large sleeve openings that reveal torsos. Strapless dresses without jackets and spaghetti straps (anything less than 2 inches is considered a spaghetti strap).

5. The display of cleavage, breasts or buttocks, low cut blouses, tops, sweaters, etc. with plunging necklines. Transparent and/or see-through material is considered unacceptable.

6. Shorts, skorts, and skirts shorter than fingertip length when the staff members' hand is fully extended down the side of the staff member's leg.

7. Spandex or tightly fitting bottoms, including yoga pants. (These may be worn only if covered with another layer of clothing, such as a shirt, shorts, or skirt that adequately covers one's bottom).

8. While clothing with holes and tears may be in fashion, the holes should not show bare skin or undergarments in the designated areas of shoulder to mid-thigh.

9. Hoods, hats, and sunglasses. Hats include visors and bandannas.

10. Footwear is required at all times.

Other Guidelines

1. Fragrance – Recognizing that we are a food-service company, employees are asked to abstain from fragrance or apply fragrance in moderation.
2. Hair – Recognizing we are a food service company who serves a conservative Christian clientele, hair should be cleaned, combed, and neatly trimmed or arranged. Hair color should be within naturally occurring color tones and should not be dyed extreme hair colors such as green, purple, blue, pink, etc.
3. Jewelry – Health department guidelines requires the use of extremely limited jewelry.
4. Hygiene – Every employee is expected to practice good hygiene and grooming habits daily.
5. Tattoos – No visible tattoos or other body art should be exposed in the workplace.

Clarification regarding the dress/fashion code should be obtained prior to coming to work. This can be obtained through the employee's immediate supervisor. No attempt will be made to dictate fashion styles as long as they are in keeping with MGK policies. It should be noted, however, that it is the responsibility of the employee to adhere to the dress code. If an article of clothing is "borderline" or "debatable," it should not be worn. A general rule of thumb is to maintain a conservative, neat appearance. Initial violation of the staff dress code will result in a meeting from the employee's immediate supervisor. Additional violations may result in progressive employee discipline.