

CBCC DRESS CODE

- **PURPOSE:** Cannon Beach Conference Center maintains a dress code policy that reflects our ministry purpose and is consistent with current hospitality industry standards for appearance and grooming. Our goal is that every staff member present themselves in a professional manner that reflects well on the conference ministry and allows our guests to experience spiritual renewal and refreshment without hindrance or distraction. To that end, the following dress code guidelines apply:
- **PERSONAL HYGIENE:** All staff should practice daily personal hygiene. Teeth should be brushed. Breath should be fresh. Use deodorant and avoid heavy perfumes or colognes. Fingernails should be clean and trimmed. Makeup should look natural and not draw attention.
- **HAIR:** Hair should always be neat, clean, and dry. Hair should be styled neatly in a moderate or conservative style. Any time staff are working in view of guests, abnormally colored hair (green, blue, pink, etc.) must be completely covered. In food services, long hair or hair that can fall across the face or mouth should be tied back or confined. For men, hair should not extend past the shoulders or must be worn pulled back or covered by a cap. Facial hair and sideburns should be kept neat and trimmed regularly.
- **SMILE:** Our guests appreciate the smiling faces of our staff. Research has shown that smiling can make you look younger, reduce your blood pressure, boost your immune system, and improve your mood. Smiles are free so give out as many as you can!
- **JEWELRY:** Jewelry should not be excessive, gaudy or distracting.
- **PIERCINGS:** Men may wear one small hoop (1/2 inch or smaller in diameter) or stud (1/4th inch or smaller in diameter) earring per ear. Women may wear one small (1/8th inch or smaller in diameter) nose piercing or "Monroe" style piercing and up to two matched or complimentary earrings per ear. No other visible piercings (lip, tongue, eyebrow, etc) are permitted. Staff with a recent piercing may wear a discrete clear plastic spacer during the healing period. (Note: additional restrictions may be added by the department manager in order to maintain an appropriate level of appearance or professionalism.)
- **TATTOOS:** While on CBCC premises or while working, tattoos that could be offensive, disturbing, or distracting to our guests should be covered and non-conspicuous. (Note: additional restrictions may be added by the department manager in order to maintain an appropriate level of appearance or professionalism.)

- **UNIFORM:** All aspects of the uniform worn to work should be clean, wrinkle-free, and in good condition. Shirts should be tucked in unless the supervisor has indicated otherwise. General uniform appearance should be professional, modest, and presentable. Clothing styles that are overly casual (example: sleepwear) or sloppy are not permitted.
- **PANTS:** Pant styles will vary by department. Pants should be clean, wrinkle-free, and fit properly (ex. no sagging). Belts should be conservative in style and appropriate to the uniform and department. When shorts are allowed, they should be modest and in good condition. No cut off, running shorts, or basketball shorts. For health and safety reasons, shorts may not be worn in food service (dining room, dishes, kitchen, and Coach House).
- **SHOES:** For safety reasons, no open toed shoes or sandals are permitted without approval from the department supervisor. Shoes should be clean and in good condition. Food service staff must wear shoes that provide proper support and traction. See the department supervisor for additional footwear guidelines.
- **NAME BADGE:** Your name badge must be worn at all times and should be visible to guests. Generally, the name badge is worn on the chest opposite the logo. Staff should not decorate or modify their name badge without supervisor approval.
- **EXCEPTIONS:** Due to the nature of work performed, some departments will vary from the above guidelines. For example, grounds crew and dishes may wear "grubbies". Exceptions that improve the staff member's appearance or ability to perform their job will generally be acceptable. However, variances from the CBCC dress code must be approved by the department manager and must never compromise the comfort, security, or well being of our guests.
- **OFFENSIVE OR DISTRACTING:** CBCC appreciates the unique and diverse styles and fashions of our staff. However, for the purposes of maintaining a consistent and professional level of appearance among our staff, the supervisor and/or manager of each department will determine what could reasonably be considered "offensive" or "distracting". If a staff member disagrees with a supervisor's determination, the staff member should comply but may request the opportunity to discuss the matter with the supervisor or department manager.
- **NON-COMPLIANCE:** A staff member who is not in compliance with CBCC's dress code guidelines or any established departmental guidelines will be required to take immediate corrective action. Corrective action may include signing out and returning home to change clothes or wash up. Serious or repeat non-compliance will

result in disciplinary action. Staff members who are unable to comply with our dress code due to their own voluntary actions may be re-assigned to non-guest areas or placed on unpaid leave.

- **REIMBURSEMENT:** Clothing or footwear that is purchased to meet specific safety standards (example: non-slip soles) may be eligible for partial reimbursement. For details, contact the department manager.
- **OFF-DUTY EXPECTATIONS:** While off duty, CBCC expects that the appearance of our staff while on CBCC premises will not be offensive, immodest, or distracting to our guests.
- **ADDITIONAL GUIDELINES:** Individual department managers may require additional uniform or appearance guidelines. A copy of these written guidelines can be requested from a department supervisor. When in doubt, avoid extremes and dress in a modest, conservative fashion.