



UNIFORM POLICY

The total appearance of the uniformed employee conveys the image of Executive Ground Services. The corporate objective is to maintain the best uniform standards for their personnel. By being readily identifiable as an Executive Ground Services employee, each individual is an important part of the public image. The image should present a standard of consistency, performance, and attitude that reinforces the corporate message of quality. This image is based on the grooming and the conduct of the individual employee. A customer makes an immediate judgment of how he/she will be served based on the appearance of the employee. A well groomed professional appearance will help create a positive perception. The uniform and appearance regulations are designed to achieve that purpose.

The Company's continued growth success depends on the favorable impression created by employees who wear a uniform. Additionally, the uniform will create a sense of pride in the employee who wears it. Personnel will wear the approved uniform at all times when on duty. Individual variations or additions to the uniform are not permitted. No part of the uniform may be worn for off duty activities. When in uniform, all appearance regulations will be observed. Personnel who do not maintain the established uniform and appearance standards may be subject to disciplinary action.

FEMALE UNIFORM:

Shirts

- All buttons must be buttoned with the exception of the top button.
- The collar must be worn down.
- No monograms are permitted.
- Must be worn tucked in the uniform pants

Pants

- The pants must not be shorter than ½ inch from the floor at the heel.
- The pants must not be altered to change the line of the pants.
- The hem of the pants should touch the top of the front of the shoes and slant to the back heel.
- Pants may be worn with a 1 ½ - inch cuff.
- Only the uniform belt is to be worn with the uniform. It should be worn through the waistband belt loops.

Skirt

- The hem should not be shorter than 2 inches above the knee and no longer than 2 inches below the top of the knee.
- Shorter/longer lengths are not acceptable.
- The uniform belt must be worn.

Blazer

- The blazer may be worn with the skirt and pants.
- The blazer may be worn buttoned or unbuttoned.

Sweaters/Jackets

- Only the EGS uniform sweaters may be worn with uniform.

Hosiery/Undergarments

- Appropriate undergarments, including bras, are mandatory and should be color-compatible with the garment or skin tones.
- Hosiery must be worn with a skirt.
- Hosiery may be sheer or opaque and must be seamless and without pattern or texture. Allowable colors are opaque black, navy.
- Anklets or crew socks are not permitted.

Shoes

- Shoes must be clean and polished.
- Solid navy or black business-like shoes are required.
- Shoes should have a closed toe and heel, with no cutouts or straps.
- Shoes should be simple, uncluttered and classic in design, and may be trimmed with pewter, gold or silver tone buckles. Heel height for uniform shoes may vary from ½ inch to 2 inches.
- Dark wooden heels are permitted, provided they are as dark as the shoe color. Visible rim of shoe soles, including rubber and crepe, must be as dark as the shoes.
- Negative heels, athletic shoes, suede reptile cloth and patent leather are not permitted.

MALE UNIFORM:**Long-sleeve shirts/Epaulette shirts**

- The uniform tie is required at all times.
- No monograms are permitted on shirts.

Pants

- Hems should be 1 inch from the floor at the heel and touch the top of the shoes on the front with no break.
- Only the uniform belt is to be worn with the uniform. It should be worn through the waistband belt loops.

Socks

- Mid or over-the calf length socks in plain navy or black are required.
- Patterned socks are not permitted.

Blazer

- The blazer may be worn buttoned or unbuttoned.

Sweaters/Jackets

- Only the EGS uniform sweaters may be worn with uniform.

Shoes

- Shoes will be cleaned and polished.
- Solid navy or black business like shoes is required.
- Shoes should have a closed toe and heel with no cutouts.
- The heel of the uniform shoes may vary from ½ inch to 1 inch in height.
- The soles and heels of the shoes should be as dark as the shoe color. Visible rims of shoes soles, including rubber and crepe, will also be as dark as the shoes.
- Negative heels, cowboy-boot styles, athletic shoes, suede reptile, cloth and patent leather are not permitted.

APPERANCE AND GROOMING STANDARDS

HAIRSTYLES AND LENGTHS

Female

Hairstyles for women will be maintained in a professional manner that is appropriate for business wear. Hair must be styled so that it does not require frequent handling or fall into the face when bending over. Bangs should not be longer than the top of the eyebrows. Hair below the top of the shoulders should be pulled back at the sides. Shaved heads are not allowed (except in those instances when necessary and beyond the control of the employee; such as when related to health issues or directed by a physician) . Hair that extends more than 8 inches below the top of the uniform collar must be worn back and up. Hairstyles should not be more than 3 inches in fullness and may not wave or curl outward to an extreme volume.

A French braid is appropriate if the length does not exceed 8 inches from the nape of the neck. Cornrows and fully or partially hairstyles without and with beads or trim may not be worn. Braided hairstyles must meet all criteria for non-braided hairstyles. Dreadlocks are not permitted. Hair coloring is limited to natural human hair shades.

If a wig or hairpiece is worn, it must be natural-looking, of good quality and appropriate for business wear. Wig or hairpiece styles should meet all criteria for hairstyles and length.

Accessories including, but not limited to, those made of leather, yarn, wood, feathers, chiffon, hairnets and sweatbands are not permitted.

Male

Hairstyles for men, including sideburns, must be maintained in a professional manner and must be appropriate for business wear and must not extend below the bottom of the shirt collar. Ponytails, hair restraints and dreadlocks are not allowed.

Fully shaved heads and very short hairstyles for males are allowed. (Employees may not cut designs into their hair) All hairstyles must be clean and neat. The hairstyle may not wave or curl outward to extreme lengths or volumes in excess of 3 inches. Hair color is limited to natural human hair shades.

If a wig or hairpiece is worn, it must be natural-looking, of good quality and appropriate for business wear. Wig or hairpiece styles should meet all criteria for hairstyles and length.

Facial Hair

Sideburns, moustaches, beards and goatees must be neatly trimmed and conservatively styled and fully grown. Beards/goatees must be full-circle including mustaches, with clean shaven necks. Facial hair must be at least ¼ inch but not more than 1 inch long. Facial hair must be maintained in a clean, neat and well-groomed condition.

JEWELRY

Female

The overall image should be professional. The following items may be worn to accessorize the uniform. A wristwatch that is simple and professional may be worn. The band must be black, navy, brown silver or gold tone.

Rings - up to three rings may be worn, Engagement and wedding rings, when worn on the same finger, count as one ring. No more than two rings may be worn on one hand.

Earrings - One pair of matching earrings may be worn, one on each ear. Gold or silver tone, pearl, gemstone studs or combinations are allowed. Hoop earrings may be no larger than 1 ¼ inch in diameter and ½ inch wide. Dangle-style and drop earrings are not permitted. Novelty shapes (animals, earrings with moving parts, airplanes, etc.) are not permitted.

Wrist Bracelets - One or more gold or silver bracelets or bands may be worn. Company- awarded length-of-service or recantation charms may be worn on a charm bracelet. The total width of all bracelets may not exceed 1 inch.

Necklaces - One single-stand gold, silver or pearl necklace, no more than ¼ inches in diameter may be worn. There may be only one small charm or pendant. No larger than 1 inch. Choker-type necklaces are not allowed.

No other accessories may be visible. Ankle bracelets, nose jewelry and fingernail jewelry are not permitted. Body piercings, tongue piercings and tattoos that are visible while in uniform are not permitted.

Male

The overall image should be professional. The following items may be worn to accessorize the uniform.

A wristwatch that is simple and professional may be worn. The band must be black, navy, brown silver or gold tone.

Rings - Up to three rings may be worn. No more than two rings may be worn on one hand.

Wrist Bracelets - One single strand gold or silver-tone wrist bracelet may be worn. Bracelet width should not exceed 1 inch.

Necklaces - Necklaces may be worn but may not be visible.

No other accessories may be visible. Ankle bracelets, nose jewelry and fingernail jewelry are not permitted. Body piercings, tongue piercings and tattoos that are visible while in uniform are not permitted.

HAND AND NAIL CARE

Female

Fingernails must be medium length or shorter and may be buffed or polished. Nail color will complement the skin tone and harmonize with lipstick and uniform apparel. All nails must match in color. French manicures are acceptable. Nail polish must be maintained and free of noticeable chips. Unusual shades and/or adornments are not permitted.

Male

Fingernails should be no longer than the tip of the finger and must be rounded to follow the shape of the finger. Nails may be buffed or clear protector bases polish worn.

Make-up

Make-up should be appropriate for business wear and should complement the individual's skin tone and facial features.

Make –up should be freshened as necessary, but never in view of a customer.

Recommended products include foundation or powder, lipstick, eye shadows in soft complementary shades, mascara and blush.

Eyeglasses

Glasses should be conservative in size. Frames should be simple and without ornaments. Frames should complement the face and uniform. Transition prescription lenses are acceptable.

Plain navy or black cords may be used to suspend glasses around the neck. Oversize or extreme-shaped lenses or frames are not permitted.

Sunglasses may be worn outdoors only. Mirrored sunglasses are not permitted. Sunglasses of a conservative styling may be worn outside only. The frame must be black, dark blue, dark brown or a similar conservative color. The size should be proportionate to the wearers face shape .

Personal Hygiene

Employees must attend to personal cleanliness to prevent perspiration, body odor and breath odor. A lightly scented perfume, cologne or after-shave lotion may be used.

Teeth should be clean and appear natural. Employees should have a full complement of front teeth.

Employees will strive to maintain a clean, smooth and clear complexion.

Employees will not arrange hair in the presence of customers.

Female legs and underarms should be free of all visible hair.

Noticeable hair in nostrils and eyebrows should be trimmed.

Identification Badges

Airport-issued identification badges must be displayed on the outermost garment above the waist.

Cellular Phone Usage

The usage of cellular phones while assisting passengers or in the work area is not allowed.

QUESTIONS/CONCERNS

For questions or if you need clarification on the Attendance Control Policy please contact your supervisor or the Human Resources Department.