

Employee Appearance Guidelines

The policies and procedures in these Employee Appearance Guidelines apply equally and uniformly to **all employees** so as to promote a professional work environment; workplace safety; and the proper hygiene, sanitation, and safety required for handling food products. Any employee seeking exemption from these guidelines should contact Human Resources.

Jack Approved Shirts Only: Red T-shirts are allowed for all positions. Red T-shirts **MUST** be tucked in unless a full or half apron is worn. Black Chef Coats may be worn untucked; however, they are allowed only in the kitchen and only for cooks, fryers, and prep (Non Guest Service positions). All shirts need to be ironed and wrinkle free.

Black Dress Style Slacks: Dickies, Dockers, or similar dress-style approved slacks are required. Stretch pants or pants made from jean material are not allowed. Pants must not possess outside pockets such as those found on “cargo pants.” Additionally, approved-style pants must fit appropriately, around the waist, and cannot extend below the bottom of the shoes.

Solid Black Belt: Standard belt with a standard buckle are required.

Black Slip Resistant Shoes and Black Socks: Black shoes from Shoes For Crews (“SFC”) should be worn. Shoes must be full fitting and cannot expose the socks. Some styles offered by SFC are not approved so please check with your Manager for allowed styles. All socks must be black.

Accessories: During inclement weather a **solid black** jacket is allowed. Only solid black undershirts or sweaters are allowed. **No white.**

Hair: Hair extending below the collar must be restrained via a tight bun on the back of the head or ponytail if the ponytail is worn above the collar and secured to the head with multiple hair-ties. Bangs need to be restrained out of the face. All hair ties must be black and neutral. All employees must wear a hat or visor.

Facial Hair: Facial hair must be neatly trimmed (1/4”- 1/2” long).

Make up: Make up is allowed so long as it is appropriate for the workplace and moderate in application.

Jewelry: Employees are allowed to wear earrings so long as the earrings do not extend more than a ½” below the ear lobe. Employees are also allowed to wear a plain wedding band. While working, employees are prohibited from wearing jewelry with stones, on the face (e.g., all facial piercings), or that is intended for stretching the skin (e.g., gauged ears).

Nails: No nail polish allowed. French manicure artificial nails are allowed but gloves must be worn at all times.

Nametags: A nametag reflecting your legal name must be worn at all times using the eyelets on the shirt or apron.

Jack Approved Ties and Scarves: Approved ties and/or scarves are required to be worn at all times by TeamLeaders, Assistant Managers, and Restaurant Managers.

All employees are expected to maintain the highest personal hygiene standards including bathing daily, using deodorant, and keeping finger nails clean and trimmed.

*I understand these are “**Jack in the Box Brand Standards**” and I am committed to adhering to these Employee Appearance Guidelines. If at any time I fail to meet these guidelines without a written exemption from Human Resources, I understand I am subject to disciplinary action up to and including termination.*
