



## **APPEARANCE POLICY**

**Appearance Standards:** The Company's Appearance Standards are designed to maintain a consistent and professional image as we serve our guests and create a positive entertainment experience. Our guests expect us to look professional and well-groomed at all times. We count on everyone to reflect our high standards of appearance including grooming, professional attire and cleanliness.

Listed below are general guidelines intended to help team members understand the high standards they are expected to meet. These guidelines help define what is meant by professional and well-groomed appearance. However, since the definition of "professional and well-groomed" will always be somewhat subjective, the Company reserves the right for management to have the final determination on whether a team member's appearance complies with our standards. In addition to the guidelines set forth below, many departments have additional, more specific guidelines that address appearance, safety, health or security considerations. Team members are expected to comply with all guidelines specific to their positions. These guidelines are meant to be minimum Appearance Standards.

Team members who do not meet Appearance/Uniform Standards may be sent home and not permitted to work until their appearance meets the department and Company standards. Failure to comply creates a scheduling hardship for other team members in the department and may be considered insubordination as well as a violation of the Appearance Standards. Consequently, the team member is subject to disciplinary action, up to and including Separation of Employment. The Company administers this policy in compliance with all state and federal laws.

### **Appearance Standards for All Team members:**

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| <b>Clothing</b> | Clothing should be neat, clean and in good repair at all times. Uniformed team members must conform to the established uniform dress code. Working attire for non-uniformed team members will be neat, clean and appropriate to our standards of professionalism. Appropriate undergarments, socks or hose must be worn. When coming to or leaving work, team members should wear their full uniform or professional attire until they have completely exited the property; this includes all property public areas and team member or guest parking areas (e.g. do not loosen top buttons, untuck shirts, etc. while walking to/from work while on property); this does not apply to team members whose uniform are cleaned/maintained by the property and who change in designated back of house areas. |
| <b>Hair</b>     | Hair must be neat, clean and appropriately maintained with no extreme styles, colors, shaved/cut designs; no unprofessional or excessive adornments. Women may wear small hair ornaments that are color coordinated with the team member's attire. Hair should not cover eyes, nametag, or licensing badge. Hair curlers, rollers, pins and/or wet hair are not permitted. Men's hair should be no longer than one inch below the top of the collar. Men may not wear ponytails in front of house areas. Men may wear ponytails in back of house areas as long as the ponytail is tucked under a uniform hat (e.g. kitchen) or the  |

ponytail is no longer than one inch below the collar. Men's sideburns must be trimmed and no longer than the bottom of the earlobe.

- Mustaches** Mustaches may not exceed one-fourth inch below the corner of the lip and may not be an extreme style (e.g. no patches, handlebar, waxed or partial mustaches). Mustaches must be neatly trimmed and clean.
- Beards** Beards or goatees must be neatly trimmed and clean and no more than one inch in length. Beards may be grown initially during scheduled time off of at least five days; no "shadow" beards are permitted. No soul patches, designs or facial hair that is not a complete beard, goatee or mustache are allowed.
- Tattoos** Visible tattoos are not permitted for team members in guest contact positions. Team members already in guest contact positions who have small visible tattoos must effectively cover them with theater make-up; band-aids are not allowed. Tattoos are permitted in certain non-guest contact positions if the tattoo is not offensive in nature. "Offensive" is defined as tattoos which are vulgar, sexually explicit, gang-related or controversial (e.g. swastika). Management reserves the right to determine what is professional or offensive.
- Hygiene** Good personal hygiene is required at all times. It is vital that all team members have daily habits of good grooming and hygiene when preparing to report for work. The environment in which we work is often crowded and may become warm. It is essential that a team member's personal hygiene products and habits are adequate to protect our guests and team members from offensive odors. Team members are expected to bathe daily, use deodorant, brush teeth regularly and wash hands frequently. Any personal grooming done while on property should be performed in team member restrooms and/or changing areas – away from public areas of the property.
- Jewelry** Jewelry must be tasteful and not excessive in style or in size. You may wear a maximum of two rings per hand. No ear cuffs or nose rings permitted. Bracelets should not interfere with job performance and should be limited in the number worn. Watch faces are not to exceed the size of a half-dollar. Men may wear one small earring (no plugs) in the earlobe. Woman may wear up to two earring per ear, which do not excessively hang down or dangle. Hoop earrings should not be larger than a quarter in size. No other visible body piercing jewelry will be allowed, including tongue rings/jewelry and clear studs/jewelry. Removable ornamental teeth are prohibited. Company-issued service award pins may be worn.
- Fingernails** Fingernails should be clean and neatly manicured. Women may wear well-maintained nail polish in red, burgundy, pink, beige, or nude shades. Women's nail length should not interfere with job performance and should not exceed ½ inch in length from the fingertip. Nail art is allowed provided it is tasteful; nail art colors may not be fluorescent, all black or in stark/gaudy contrast with the uniform and may not include extreme or offensive designs or glitter. Nail jewelry is prohibited. Men may wear clear polish.



<b>Eyewear</b>	Dark and/or tinted glasses may not be worn indoors, unless medically necessary. Sunglasses worn outside should be conservative in design and color.
<b>Fragrances</b>	Subtle fragrances of cologne or perfume are acceptable. Scents used too liberally can become overpowering for co-workers and guests.
<b>Name Badges /Tags</b>	Name badges must be worn at all times on upper left side of shirt/blouse of uniform while on duty. Stickers, buttons, decals, photos, or charms must not be attached to or affixed to the name badge/tags or badge holders unless authorized by the Company or allowed by law. Replacement nametags must be purchased from Wardrobe. (Replacement nametag is free if a new nametag is required due to change in job or if original is worn out and exchanged for a new one.)
<b>Hats</b>	Hats are not allowed unless they are part of a uniform.
<b>Makeup</b>	Makeup is allowed for women and should be tasteful and not excessive.
<b>Gum</b>	Gum chewing is not permitted while on duty.
<b>Shoes</b>	Shoe heel height is not to exceed 3 inches.

**Additional Appearance Standards for Uniformed Team members:** Team members must report to work each day in a clean, spotless and wrinkle-free uniform. Team members are to maintain the uniform in good repair at all times and are not to make alterations to the issued uniform. Team members may not deviate from the established uniform dress code. Replacement parts/garments are available at cost. Team members may not wear their uniform or any piece of the uniform outside the casino as personal clothing or allow anyone else to wear the uniform. Team members whose garments are maintained with the in-house laundry service or whose garments are maintained on the auto-valet system are not allowed to remove those garments from the property or store any part of their uniform in their personal lockers. When team members are exiting the property in uniform, they must continue to wear every component of the uniform properly while on Company premises.

<b>Shirts</b>	All uniform shirts (except maternity) must be tucked in neatly unless uniform is designed otherwise.
<b>Jackets</b>	If the uniform includes a blazer and/or jacket, team members must wear the jacket buttoned at all times while on duty. If climate dictates the need for additional clothing such as a sweater, vest or outer jacket, the request must be approved by the Wardrobe supervisor prior to the team member's shift. Thermal undergarments are appropriate if they are not visible and don't make the uniform appear too small or restrictive.
<b>Belt</b>	Belts must be worn with any pants with belt loops and must be solid black leather or a leather type material with no trim, and with no ornate or logo belt buckles. Neither the belt nor buckle may be more than 1 ½ inches wide.



- Closures** All buttons and/or closures are to remain closed while on duty or in public areas.
- Shoes** Shoes must be neatly polished and in good repair. Shoes must be a solid black dress shoe or pump or a leather athletic shoe with no logos, insignia, buckles, colored or imprinted laces or other accessories, trim or imprint. Patent leather or cloth, cowboy boot or other type of boot, clogs, thongs, or platforms more than 1 inch are unacceptable. Shoes are to be closed-toed and have a back-strap or secured heel (unless approved in writing by the department manager and Human Resources). Heels are not to exceed 2 inches in height. Please review pictures at the end of this policy for examples of what is/is not appropriate.
- Socks/Hosiery** All socks must be solid black with no textures or patterns. Hosiery will be off-black in color (or as approved by property Uniform guidelines) with no textures or patterns. Tights or leggings are not permitted.
- Undergarments** Appropriate undergarments, socks or hose must be worn. Color and style may be specified for certain uniforms. Undergarments cannot be visible through the uniform.
- Jewelry** Necklaces are to be concealed under the blouse or shirt and should not be visible through the shirt or blouse. Pins, jewelry or buttons may not be worn on uniforms unless authorized by the Company or allowed by law.

**Additional Appearance Standards for Non-Uniformed Team Members:**

**Business Attire For Men**

- Dress shirts with collar
- Business suits, sports jackets/dress slacks
- Ties/belts/dress socks and shoes

**Business Attire For Women**

- Dresses/skirts no more than 3 inches above the top of the knee, slits no more than 4 inches above the knee
- Business suits
- Blouses
- Blazers or sweater sets
- Pants suits/dress pants (ankle-length)
- Hose/dress shoes

**Business Casual Attire For Men**

- Casual slacks
- Collared shirts with no ties
- Golf or polo style shirts with collars
- Sweaters, cardigans or turtlenecks
- Belts, socks, loafers

**Business Casual Attire For Women**

- Casual dresses/skirts no more than 3 inches above the top of the knee, slits no more than 4 inches above the knee
- Casual slacks (ankle-length; no capris, culottes)
- Sweaters, cardigans, turtlenecks
- Golf or polo style shirts with collars
- Professional dressy sandals
- Sleeveless shirts, blouses, dresses or sweaters
- No hosiery required with skirts or dresses that are mid-calf or longer or with ankle-length slacks

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**Not Acceptable**

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- Shorts, city shorts, skorts, capris, culottes
- Mini skirts
- Jeans of any color
- T-shirts
- Sneakers or athletic shoes
- Athletic style clothing
- Sweat pants/tops, wind suits or jogging suits
- Stirrup pants or leggings
- Casual sandals, flip flops, clogs, thongs or hiking boots; platforms more than 1 inch in height
- Halter tops, tube tops, sundresses or anything too form-fitting, low cut or revealing
- Hats or caps unless a part of a uniform

**Visiting Property When Not in Uniform:** When on property while off duty for training, New Hire Orientation, meetings, or coming in to change for work, the following Appearance Guidelines apply: All clothing must be neat and presentable. Clothing may not be torn, damaged or defaced in any way. The following items should be worn; shirts, shoes or strapped sandals and name tag/badge if on property for work-related reasons or back of house services (e.g. HR, Payroll). The following may not be worn: bathing suits, short shorts, thong-type sandals, tube tops, halter tops, tank tops, thin straps, strapless clothing, midriff tops, clothing which displays profanity, vulgarity of any kind, obscene or offensive words or pictures.