

## Uniform and Grooming Policy

### Policy

This policy outlines the guidelines and expectations for Three Blue Ducks team members regarding company uniform and grooming. It aims to ensure that we all represent Three Blue Ducks in the best possible way, that we meet health and safety standards, ensure we create a comfortable dining environment for our guests and look clean, tidy and professional.

### RESTAURANT TEAMS:

Whilst the Ducks is not a formal restaurant environment – we still want to ensure our teams exude a well presented and professional look that is appropriate for our venues and locations.

#### **Personal Grooming – all team members:**

- Facial hair and hair to be kept neat & presentable, and for health and safety please tie back hair longer than the neck hairline.
- Nails must be kept short, clean, and unpolished in the kitchen. Polished nails front of house should be unchipped and neutral.
- Please avoid heavy jewellery or accessories due to health and safety
- Ensure to maintain clean and well-groomed personal presentation, including regular showering/bathing, the use of hygiene products such as deodorant and good oral hygiene.

#### **Personal Presentation – all team members:**

To present as a professional team, please ensure all clothing is:

- Clean
- Well Ironed – most venues keep an iron back of house in case you need to use it for your shirt or apron
- Well-fitting, simple belts are recommended to be worn if required to hold trousers in place and avoid visibility of under garments,
- In good condition at the beginning of each shift
- If you are on a double shift, please ensure your apron is clean for your next shift or bring a 2<sup>nd</sup> one.

### Back of House Uniform:

As most of our kitchens are open kitchens, all kitchen team members should look professional and of the same standard as your FOH colleagues. Kitchen team members wear a Three Blue Ducks t-shirt and a Ducks apron, along with dark blue or black well-fitting trousers or knee length shorts. Footwear should be non-slip, closed toe that provide good support and protection. Sandals or open-toed shoes are not allowed. Shoes should be clean and in good condition, with no visible wear and tear.

#### **Back of House Don'ts:**

- Clothing with branding other than Three Blue Ducks
- Excessive or heavy jewellery items
- Ripped jeans, skirts or shorts that sit higher than the middle of the thigh

### Front of House Uniform Guidelines:

All front of house team members will need to wear the designated uniform specific to their role. This includes:

- A white Three Blue Ducks T Shirt to be worn at every service during the daytime.
- A white linen Assembly Label shirt to be worn at every evening service and event, unless otherwise specified (to be worn in Bellingen at all times)
- A blue Duck's apron – clean and ironed
- Suitable bottoms: dark blue or black jeans or pants, mid-thigh or longer shorts or skirts. Nothing overly flashy or informal.
- Appropriate, non-slip shoes are mandatory for safety and comfort.
- Closed toed shoes must be worn. Sneakers are allowed in a suitable and clean condition.
- Shoes should be clean and polished, with no visible wear and tear

### Front of House Don'ts:

- Clothing with branding that is not Three Blue Ducks
- Tank tops, crop tops and see through tops
- Hooded jumpers, ripped jeans, sporting or leisure wear
- Excessive or heavy jewellery/accessories for health and safety reasons
- Skirts or shorts that sit higher than the middle of the thigh
- Open-toe shoes



## VENUE MANAGERS / SUPERVISORS / OFFICE & ADMINISTRATION

To maintain a professional yet comfortable work environment, we have the following smart casual uniform guidelines for our venue managers and admin team. These guidelines will help ensure that everyone presents a professional appearance while enjoying the flexibility of smart casual attire.

\*Please note - FOH Supervisors need to wear the front of house uniform with apron. The exception being when they are rostered on a FOH manager shift in Deputy and are the only manager on duty. In this circumstance supervisors can wear management attire depicted below.

### Smart Casual Uniform Guidelines:

#### Tops:

- Plain T Shirt, collared shirts, blouses, smart tops, and knitwear
- Event Managers/ Coordinators to please keep a simple jacket or blazer at their desk chair to be able to wear it to site inspections or client meetings – still casual but slightly elevated for that first event impression

#### Bottoms:

- Trousers, chinos, skirts, tailored shorts (mid-thigh length), smart jeans, dresses

#### Footwear:

- Dress shoes, loafers, ballet flats, smart boots and clean sneakers – all to be non-slip

#### Personal Grooming:

Maintain neat and professional grooming standards, including clean and well-maintained hair, nails, and personal hygiene. Ensure to maintain clean and professional personal presentation, including regular showering/bathing, the use of hygiene products such as deodorant and good oral hygiene.

#### Don'ts:

- Clothing with branding other than Ducks branding
- Tank tops, crop tops, see through tops, thin straps or lower necklines
- Hooded jumpers, Ripped jeans/denim
- Skirts or shorts that sit higher than the middle of the thigh
- Flip flops, open-toe shoes, or overly casual or worn-out shoes

