



## **DRESS CODE, DEPARTMENT UNIFORM, AND APPEARANCE GUIDELINES ASM Global - DENVER**

Colorado Convention Center expects all Team Members to dress in a manner appropriate to a business environment and compatible with the organization's image. The policy of the Company is that all Team Members should dress, groom and maintain personal hygiene in a manner, which enhances productivity and customer relations. Appropriate dress includes wearing neat and clean attire, which is neither distracting nor offensive to customers or fellow Team Members.

Staff is expected to present themselves in a professional manner, particularly on event days. Team Members are to have their security badge on and visible while working at the facility. Management reserves the right to determine when a Team Member fails to meet this standard. Team Members who arrive to work without the proper clothing or violate the appearance standards will be sent home with no obligation of payment for time away from work.

It is impossible to develop a written standard which will address every possible issue regarding personal appearance. If you are uncertain about appropriate attire, please direct questions to your department Director or to the Human Resources Department.

Team Members who are required to wear uniforms will be notified. Such Team Members are responsible for the proper cleaning and maintenance of their uniforms. If a uniform is required it must be kept clean and ironed (if necessary) for work. Should a uniform item fade, tear, or become otherwise damaged, it must be returned and exchanged for another. Team Members who are required to wear uniforms must provide their own pants, black belt (if needed) and black closed toe shoes suitable for safety and protection and extended periods of walking.

### **Dress Attire NOT appropriate:**

- Tank tops, halter tops, low cut or revealing blouses; backless or bare shoulder clothing
- Shirts or pants showing mid-driff
- Spandex, miniskirts
- Sweat shirts or sweat pants
- Excessively tight or saggy clothing
- T-shirts, unless part of ASM Global uniform. If a T-shirt is worn under a uniform shirt it must be a solid white T-shirt
- Blue jeans
- Shorts (except Groundskeepers). Belts should be worn when belt loops are seen.
- Team Members who wear uniform shirts must have them tucked in at all times. If a Team Member chooses to wear a long sleeve shirt under their uniform shirt it must be a solid long sleeve T-shirt in the same color as their uniform shirt. For example, if a Team Member is required to wear a navy uniform shirt they can only wear a long sleeve solid navy T-shirt.
- Uniforms should only be worn while working; uniforms should not be worn on Team Members off time.
- Jackets/coats cannot be worn unless you are working a post that requires you to be outside
- Any clothing item that displays vulgarity, anything sexual, or drug/alcohol reference.
- Tattoos that can be deemed offensive should not be visible. Tattoos on the face or neck are not permitted.
- Facial/body piercings must be appropriate and not excessive. Exception: earrings in ear lobes may be worn however earlobe stretching devices are not appropriate to a business environment in any department. Please do not wear stretching devices while at work.
- For safety purposes, Team Members, other than those working in an office environment are to tuck loose jewelry inside clothing and are not permitted to wear excessively long earrings.



- Hair should be neatly combed and clean. Mustaches, goatees and beards must be neatly trimmed. Extreme styles, colors, and shaved patterns are not permitted.
- Nails must be clean and neatly trimmed/groomed. Extreme colors and lengths are not permitted.
- Makeup should be conservative. Extreme colors and amounts are not permitted.
- Fragrance, if worn, must be used sparingly. We may work with and provide service to some who experience adverse and/or debilitating reactions to fragrance. Please be considerate and sensitive when applying fragrance.
- No bandanas, do-rags or hats (unless part of your assigned uniform and worn properly so that the CCC Logo is displayed in the front above the nose).
- Shoes: anyone in operations or safety areas (maintenance, custodial, change over and security) must wear closed toe shoes: no flip flops or thong sandals
- Safety clothing and equipment such as hard hats, orange safety vest and flashlights are required when necessary for safe performance of the job.

Violation of this policy may result in disciplinary action up to and including termination.



**DRESS CODE, DEPARTMENT UNIFORM, AND APPEARANCE GUIDELINES**  
Certification Form

**ASM Global - Denver**

*Employee's Understanding and Acceptance:*

MY SIGNATURE ON THIS NOTICE CONFIRMS THAT I HAVE RECEIVED AND READ THE **DRESS CODE, DEPARTMENT UNIFORM, AND APPEARANCE GUIDELINES** AND THAT I UNDERSTAND THAT IF THESE GUIDELINES ARE NOT FOLLOWED MY JOB MAY BE IN JEOPARDY.

I UNDERSTAND THAT BY SIGNING THIS FORM I ACCEPT RESPONSIBILITY FOR THE UNIFORM GOODS ISSUED TO ME. I WILL ENSURE THAT THESE ITEMS ARE CLEAN AND IRONED (IF NECESSARY) FOR WORK. SHOULD AN ITEM FADE, TEAR, OR BECOME OTHERWISE DAMAGED, I WILL RETURN AND EXCHANGE THE DAMAGED ITEM FOR ANOTHER. I WILL PROVIDE MY OWN BLACK BELT (IF NEEDED), AND BLACK CLOSED TOE SHOES SUITABLE FOR SAFETY AND PROTECTION AND EXTENDED PERIODS OF WALKING.

I UNDERSTAND THAT IF MY EMPLOYMENT WITH COLORADO CONVENTION CENTER/ASM GLOBAL ENDS I MUST RETURN ALL UNIFORM GOODS AND MY SECURITY BADGE TO THE HUMAN RESOURCES DEPARTMENT.

IN THE EVENT I DO NOT RETURN MY UNIFORM GOODS UPON MY SEPARATION FROM THE COMPANY, I GIVE COLORADO CONVENTION CENTER/ASM GLOBAL AUTHORIZATION TO DEDUCT THE VALUE OF THE UNIFORM GOODS NOT RETURNED TO THE COMPANY.

*Acknowledged and Agreed:*

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Employee **Printed** Name

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Employee **Signature** and Date