



EMPLOYEE CONDUCT

Professional Appearance

Uniforms

AES will provide Employee the following: Apron, Visor, T-Shirt and Name Tag. A Black (non-logo) long sleeve shirt may be worn underneath your T-Shirt (i.e. tight fitting on your arms). All employees are required to wear black, non-faded slacks. NO JEANS! Appropriate black non-slip rubber-soled shoes, black socks and a black belt should be worn always. T-shirts must be tucked in at all times. Name tags must be worn on the left-hand side of apron (employee's left). No chains on wallets hanging down the side of slacks. It is your responsibility to clean your own uniform before each shift. Visible tattoos must be covered always.

Personal Grooming and Hygiene

It is company policy to stress the highest standards possible in all phases of its operations, including standards regarding personal appearance, grooming and cleanliness. In our industry, the personal appearance and health of employees are very important. It is your responsibility to maintain a neat, clean and professional appearance all times. The following standards have been developed to assist you in meeting this goal:

Hands should be clean at all times.

Wash your hands after using the restroom, smoking, eating, working in the kitchen, or cleaning the restroom, parking lot and dining room. It is a requirement to stress washing hands and changing gloves hourly.

Maintain clean fingernails at all times.

Nails should be closely manicured and free of nail polish. Employees can wear acrylic nails with a French manicure only. Employees should wear clean vinyl gloves whenever preparing food.

Jewelry is permissible when worn conservatively, limited in size and amount, and in accordance with safety and sanitary food handling standards.

A conservative appearance is required by all AES employees. Earrings are acceptable but must be smaller than a dime in size and employees should wear no more than two per ear. Other than pierced ears, no nasal, tongue, facial or other similarly distracting jewelry is allowed. Only one ring per hand. The company reserves the right to approve, limit or prohibit jewelry as needed, especially where management determines that the jewelry is a safety or health hazard. Also, you should leave expensive jewelry at home. The company is not responsible for lost or stolen jewelry in the restaurant.

Hair must be clean and neatly combed.

Long hair must be pulled back. Sideburns may only extend to the bottom of ear lobes. Facial hair can consist of a well trimmed mustache and a tightly manicured goatee; beards are not permitted. A conservative appearance is the goal of the company.

The Company, reserves the right to add, delete, or change any portion of the Uniform with or without notice.

Employee Name

I acknowledge receipt of, and have read, the Uniform Policy that outlines my obligations as an employee of AES. I understand the Uniform Policy which I am expected to follow, and I agree to abide it. Failure to adhere to the policy could result in disciplinary action including possible termination.

Employee Signature

Date

Manager Signature

Date