

# FREEDOM - K - RADIO

## Grooming Policy

Purpose- This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing Freedom K Radio. The standards of grooming and hygiene outlined below set forth the minimum requirements to which all employees, contract workers, agents, representatives, and temporary staff are required to adhere to.

Statement of Policy- Freedom K Radio recognizes that the presentation of its employees in the workplace contributes to a professional environment and the public image that has contributed to the success of Freedom K Radio. Therefore, Freedom K Radio expects employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks with customers, clients, and colleagues.

Hygiene- Every employee is expected to practice daily hygiene and good grooming habits as set forth in further detail below.

Hair- Hair should be clean, combed and neatly trimmed or arranged. Unkempt is not permitted. Sideburns, mustaches and beards should be neatly trimmed.

Make-Up- Make up must be professional and conservative.

Fragrance- Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, Freedom K Radio is moderate with fragrance (light).

Nails- Hands and Nails should be clean and conservatively manicured.

Jewelry- Employees may wear tasteful jewelry in moderation.

Tattoos- to a limit/ must be approved by H.W.

Violations -Violations of this policy will result in discipline, up to and including termination.

Exception-Employees seeking and section from any of the above standards should speak with Freedom K Radio

Sign \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ 20 \_\_\_\_