

1. Male Employees

Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back and, when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with their head in a normal position.

Sideburns shall not extend below the bottom of the ear, unless incorporated into an authorized beard. The maximum width at the bottom of the sideburns shall not exceed one and one-quarter inch. Mustaches shall be neatly trimmed and will not extend below the line of the corner of the mouth, and no more than one-half inch thick. (All “Fu-Man-Chu” and “Handle-Bar” style mustaches are prohibited). Mustache ends will not be waxed or twisted.

Beards shall be authorized.

If a beard, mustache, or goatee is worn, it shall be well-manicured at all times. While an unshaven appearance is permitted as part of the natural progress of growing a beard, a perpetual unshaven appearance is prohibited. The maximum length of facial hair shall be limited to one half of an inch (1/2”) and shall be trimmed along the neck, throat, and along the cheek bones for a manicured appearance.

Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or undershirt while in uniform. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.