



Business Attire or Uniform Compliance Agreement

Managers in the following departments: General Managers, Operations, Front Desk, Membership, Fitness, Tennis, Clean Team, Group Fitness, Personal Training, Aquatics, Accounting, Marketing, Quality Assurance, Goodlife

Non-Managers in the following departments: Accounting, Marketing, AFE

Your appearance should always be neat and tidy and you should be wearing the appropriate uniform as described in this section. Shirts, if not tucked in, may hang no lower than wrists while your hands are relaxed at your side. Tight fitting pants or risqué attire are not acceptable. All clothing should fit comfortably, not be overly loose or tight. All clothing must be clean and neatly pressed. No hats may be worn by either men or women. Please bring any questions or doubts in regards to proper attire/appearance to your manager's attention. Your manager will address any concerns regarding attire and will also regularly inspect attire for policy adherence. The product we present to our members and potential customers is reflected greatly by our appearance. It is our constant pursuit to portray a conservative, professional and distinguishable appearance.

Requirements: Choose between their department's Uniform or Business attire

Business attire for **MALE** employees and supervisors is as follows. Men must wear dress slacks (nothing less than a "Dockers" Style slacks) and a belt. Men may not wear denim. Men may not wear denim pants of any color or pants with double-stitched seams, patch pockets, cargo pockets or rivets. Men may not wear shorts. Men must wear shirts with collars. Men may not wear T-shirts, sweatshirts or denim shirts. Men must wear dress or casual shoes in tan, brown, burgundy or black. Men may not wear athletic shoes, sandals or brightly colored shoes.

Business attire for **FEMALE** employees and supervisors is as follows. Women may wear dresses, skirts, dress shorts or dress pants. Dress, skirt and dress short lengths may be no shorter than 6 inches above the knees. Dress shorts may be worn only if they are part of a two-piece matching outfit. Women may not wear strapless or spaghetti string dresses or blouses. Women may not wear denim of any color. Women may wear blouses or sweaters which are not low-cut. Women may not wear crop tops, T-shirts, denim shirts or sweatshirts. Blouses must be tucked into pants, skirts or shorts unless they are cut bluntly across the bottom and do not expose the midriff. Women may wear dress pants or jumpsuits. Dress pants do not include denim pants of any color or pants with double-stitched seams, patch pockets, cargo pockets or rivets. Shorts or skirts may not have double-stitched seams, patch pockets, cargo pockets or rivets. Women may wear leggings with a skirt or tunic style top that is no shorter than 6 inches above the knees. Women may wear dress or casual shoes and the shoe color must be appropriate to the outfit being worn. Women may not wear athletic shoes, platforms, or casual sandals (i.e. Birkenstocks, "Crocs" or flip flops).

I have read the above business attire requirements and understand these parameters are a requirement of my position. I agree to follow these standards as a part of my employment with The Alaska Club, Inc.

Employee Name – please print legibly

Signature & Date

Manager Signature _____