Pharmacy Grooming Standards & Dress Code Policy

Safeway, Inc. has established grooming standards and dress code for all Pharmacy staff. Professional appearance and attire helps convey an image of confidence and competence to the public. Some variations in standards may exist in your Division. Any additional clothing standards not covered in this document will follow established company division standards. All requested variations from these guidelines must be routed through and approved by your Regional Pharmacy Manager or Director of Pharmacy Operations. Employee dress codes covered under collective bargaining agreements will be governed by those agreements.

Pharmacy Grooming Standards

HAIR: Must be clean, conservatively colored, styled and neatly combed so that it will not hinder vision, work performance or cause a safety hazard. Contact of hair with hands must be avoided.
  - Male: The length of the hair must not extend past the top of the shirt collar.
  - Female: Long hair must be pulled back off of the face.

HANDS AND FINGERNAILS: Are to be kept neat, clean and well groomed at all times. For females, the length of the fingernails shall not inhibit job functions; clear, neutral or conservative color polish may be worn, if desired.

MALE FACIAL HAIR: Must be clean-shaven at all times. Sideburns shall be neatly trimmed and shall not extend more than 1/2” below the earlobe. Mustaches are permitted, provided they are neatly groomed, shaped and do not extend past the corners of the mouth. Beards, goatees and handlebar mustaches, etc., are not permitted.

JEWELRY: If worn, it should be simple and businesslike.
  - Male: Neck chains should be worn inside the shirt so as not to cause a safety hazard. No earrings or visible piercings.
  - Female: Necklaces should be worn inside the shirt and earrings should be kept small. No visible piercings other than earrings.
GENERAL APPEARANCE:
- Adequate personal hygiene must be maintained. Precautions need to be taken to prevent unpleasant breath or body odor. Objectionable habits (i.e., running hands through the hair, biting nails, hands in mouth, coughing or sneezing without a tissue) are to be avoided.
- Employees should have no fashion extremes in dress or grooming (i.e., tattoos, hair color/style, and body ornamentation visible in public view).
- Visible tattoos are not acceptable and must be covered by a company approved garment.

BADGE: An employee name badge must be worn on the upper left side of the uniform at all times. The badge must conform with Board of Pharmacy regulations. No more than one service pin per badge.

Pharmacy Dress Code Policy

Smock: A short or long sleeved, crisp, white, laundered pharmacist smock with a front zipper or buttons will be provided and will be worn unless otherwise authorized by Regional Pharmacy Manager. Dirty or wrinkled smocks are prohibited. Sleeve length of smock will match the sleeve length of shirt, blouse, or dress.

ALL CLOTHING:
- Clothing must be clean, pressed, properly fitted and in good condition. All dress code deviations from Classic White or Blue shirt professional attire and tie will be accompanied by a crisp, white, laundered pharmacist smock unless otherwise authorized by Regional Pharmacy Manager.
- (Optional) Summer Dress Code: From May 1 through Labor Day (optional date range by division) all Pharmacy staff may wear Safeway approved logo polo shirts (optional) for summer months, determined by division timelines; otherwise follow standard dress codes. Polo shirt must be purchased by employee from the employee store via the Pharmacy Gateway >> Quick Links (General tab) >> Employee Store.
- Conservative holiday accent attire is permitted such as holiday theme ties and/or shirt/blouse pins.

Male:
- A white or solid colored professional, button front, collared dress shirt must be worn. Long or short sleeves are acceptable. Avoid overly bright, potentially distracting colors. Must be accompanied by a crisp, white, laundered pharmacist smock. The top shirt button must be buttoned if wearing a tie.
- If Classic White or Blue professional dress shirt and tie option is chosen, the pharmacist smock is optional.
- An appropriate, full-length professional and tasteful tie is optional. The color of the tie must coordinate with the color of the slacks or shirt. The tie must be tightened at the neck when worn.

Current as of June 9, 2014
• A solid white T-shirt may be worn underneath the professional collared dress shirt. No decals or writing are permitted on the T-shirt. A white cardigan or sweater may be worn under the smock. No sweatshirts or jackets are allowed.
• Black, dark brown, dark blue or dark gray dress slacks must be worn. Slacks must be of non-wrinkle, non-fade material. The length of the pant leg must reach to the top of the shoe. Slacks must have a crease on the front pant leg. No corduroy or casual pants are allowed. Sock color must be compatible.

Female:
• A white or colored professional, button front, collared dress shirt (no ruffles or lace) or a dress with long or short sleeves are acceptable. If the shirt has buttons, it must be buttoned to assure a professional appearance. Avoid overly bright, potentially distracting colors. Must be accompanied by a crisp, white, laundered pharmacist smock.
• Neutral colored (white, neutral, or skin tone) undergarments must be worn. A white cardigan or sweater may be worn under the smock. No sweatshirts or jackets are allowed.
• Black, dark brown, dark blue or dark gray dress slacks or skirt must be worn. The length of the skirt must not be above the knee and should be loose fitting. Slacks or skirt must be of non-wrinkle, non-fade material. If slacks are worn, the length of the pant leg must reach the top of the shoe. Slacks must have a crease on the front pant leg. No corduroys, casual slacks or casual skirts. Sock color must be compatible.

SHOES: Must be polished at all times. Polished, dark leather shoes must be worn. Athletic shoes made of all polished leather (no fabric) are acceptable. Rubber heels should be worn for safety. No canvas shoes, saddle shoes, boating shoes, open toe/backless shoes, or sandals are allowed.