GROOMING GUIDELINES/
DRESS CODE GUIDELINES & STANDARDS
All Divisions

2008
GENERAL GROOMING STANDARDS
Retail Employees

STANDARD ACROSS ALL DIVISIONS

A well-dressed employee is one more aspect of our World Class Service strategy. Clean, well-dressed employees suggest a clean efficient operation to our customers. These grooming and dress standards apply to employees assigned to work all or part of their shifts during the hours their stores are open. These policies cannot cover all situations. Therefore, each employee must exercise good judgment in meeting our objectives in presenting a clean and professional appearance.

- Smile! It is the most important part of your appearance.
- You are expected to present a clean and professional image at all times.

**MALE**

**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. The length of the hair must not extend past the top of the shirt collar.

**HANDS AND FINGERNAILS** - Are to be kept neat, clean and well groomed at all times.

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

**PERSONAL CLEANLINESS** - 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.

**JEWELRY** - If worn, it should be simple and businesslike. Neck chains should be worn inside the shirt so as not to cause a safety hazard. Jewelry worn on the nose, tongue, eyebrows, lips or other unconventional areas of the body is specifically prohibited in keeping with the Company’s desire for a professional image.

**CLOTHING** - Need not be expensive, however, it does need to be clean, pressed, properly fitted and in good repair.

**SHOES** - Must be polished at all times.

**FEMALE**

**HAIR** - Must be clean, conservatively colored, styled and neatly combed so that it will not hinder vision, work performance or cause a safety hazard. Long hair must be pulled back off the face so as not to come in contact with any food. Contact of hair with hands must be avoided.

**HANDS AND FINGERNAILS** - Are to be kept neat, clean and well groomed at all times. The length of the fingernails shall not inhibit job functions. Clear or soft color polish may be worn, if desired.

**PERSONAL CLEANLINESS** - 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.

**JEWELRY** - If worn, it should be simple and businesslike. Necklaces should be worn inside the shirt so as not to cause a safety hazard. Jewelry worn on the nose, tongue, eyebrows, lips or other unconventional areas of the body is specifically prohibited in keeping with the Company’s desire for a professional image.

**CLOTHING** - Need not be expensive, however, it does need to be clean, pressed, properly fitted and in good repair.

**SHOES** - Must be polished at all times.
FOOD WORKERS WHO HANDLE UNPACKAGED FOOD
(Bakery, Deli, Meat & Seafood)
Company General Grooming Guidelines apply with the addition of the following specifications:

**MALE**

HAIR - Hair must be clean and **completely restrained** by hat/visor or hair net, to prevent hair from touching the shoulders or falling into the face.

HANDS - Food workers' hands and arms shall be washed with appropriate cleanser before commencing work. After an absence from the work station (department), after handling money or when the hands may have been contaminated by touching areas of the body such as face, nose, mouth, etc.

JEWELRY - In accordance to Safeway Companies Food Safety Policy Standards, Food Production employees will no longer be permitted to wear jewelry when engaged in food preparations. This includes bracelets, necklaces, pendants, earrings and any other jewelry that could come loose and fall into production equipment (e.g. mixers and grinders) or prepared foods.

Permitted Jewelry:
- Plain wedding bands with no stones and
- Wrist watches if protected and covered with an approved sanitary glove and if the watch does not have any dangling attachments, such as a "safety" chain or charm.

If unable to remove the ring or cannot remove due to personal convictions, employees must **protect** and **cover** the ring with an **approved sanitary glove**. It may be necessary to tape over the ring to assure it does not pierce the glove during food preparation.

**FEMALE**

HAIR - Hair must be clean and **completely restrained** by hat/visor or hair net, to prevent hair from touching the shoulders or falling into the face.

HANDS - Food workers’ hands and arms shall be washed with appropriate cleanser before commencing work. After an absence from the work station (department), after handling money or when the hands may have been contaminated by touching areas of the body such as face, nose, mouth, etc.

JEWELRY - In accordance to Safeway Companies Food Safety Policy Standards, Food Production employees will no longer be permitted to wear jewelry when engaged in food preparations. This includes bracelets, necklaces, pendants, earrings and any other jewelry that could come loose and fall into production equipment (e.g. mixers and grinders) or prepared foods.

Permitted Jewelry:
- Plain wedding bands with no stones and
- Wrist watches if protected and covered with an approved sanitary glove and if the watch does not have any dangling attachments, such as a "safety" chain or charm.

If unable to remove the ring or cannot remove due to personal convictions, employees must **protect** and **cover** the ring with an **approved sanitary glove**. It may be necessary to tape over the ring to assure it does not pierce the glove during food preparation.
COMPANY DRESS CODE
GUIDELINES & STANDARDS
STANDARD ACROSS ALL DIVISIONS
STORE MANAGER, 1ST ASSISTANT, 2ND ASSISTANT

**MALE**

**SHIRT** - A solid white dress type shirt with collar must be worn. Long or short sleeves are permitted. The top button must be buttoned. A solid white T-shirt may be worn underneath. No decals or writing are permitted on the T-shirt. Shirts must be tucked in at all times.

**TIE** - A full-length conservatively colored dark tie must be worn at all times. The tie must be tightened to the neck.

**BADGE** - A Safeway issued and approved engraved name badge is to be worn on the upper left side of the uniform at all times.

**PANTS** - Dark dress slacks (black, navy, dark gray) must be worn. Slacks must be able to hold a crease and be pressed. They must be properly fitted and in good repair. The length of the pant leg must reach the top of the shoe. Denim, corduroy and 100% cotton casual pants are not allowed.

**SHOES** - Dark, (black, navy, polished, leather, non-athletic shoes are required. Rubber heels should be worn for safety. No canvas shoes, saddle shoes, boating shoes or sandals are allowed. Shoes are to be kept neat, clean and polished at all times.

**SWEATERS** - V-neck or cardigan style in a solid color (navy blue, black) may be worn. They should be of comparable quality to those available to be purchased through the optional clothing line. No sweatshirts or sweatshirt type material are allowed.

**APRON** - None required.

**FEMALE**

**SHIRT** - A solid white dress shirt or blouse with collar must be worn. Long or short sleeves are permitted. A solid white T-shirt may be worn underneath. No decals or writing are permitted on the T-shirt. Blouses must be businesslike, not sheer, and may not be low cut. If there are personal or physical issues, which preclude the wearing of a tucked in shirt, a white A-line style tunic with collar may be worn over pants or a skirt only with the approval of the District Manager.

**TIE** - Neckwear must be worn at all times. A full-length conservatively colored dark tie, scarf, ribbon bow tie or broach is acceptable. All must tighten to the neck.

**BADGE** - A Safeway issued and approved engraved name badge is to be worn on the upper left side of the uniform at all times.

**PANTS or SKIRT** - Dark dress slacks (black, navy, dark gray) must be worn. Slacks must be able to hold a crease and be pressed. They must be properly fitted and in good repair. The length of the pant leg must reach the top of the shoe. Skirts may also be worn. They must be conservative and appropriate to work being performed. They cannot be more than 1” above the knee. Denim, corduroy, 100% cotton casual, stretch pants and leggings are not allowed.

**SHOES** - Dark, (black, navy, polished, leather, non-athletic shoes are required. Low rubber heels should be worn for safety. No canvas shoes, saddle shoes, boating shoes, backless shoes, sandals, platform, or spiked heels are allowed. Shoes are to be kept neat, clean and polished at all times.

**SWEATERS** - V-neck or cardigan style in a solid color (navy blue, black) may be worn. They should be of comparable quality to those available to be purchased through the optional clothing line. No sweatshirts or sweatshirt type material are allowed.

**APRON** - None required.
3rd PERSON, PIC, SUPERVISOR OR DEPARTMENT MANAGER

Required when in charge of the store openings or store closing shift

**MALE**

**APRONS** - Department managers, where job requires, may wear aprons, but they must be changed as often as necessary in order to ensure a neat and clean appearance is maintained.

**ACCESSORIES** - Where job requires, store supplies hat, visor, or full hair net. Alternate hat available to be purchased through optional clothing line. Hair must be restrained under one of these devices when handling food.

**FEMALE**

**APRONS** - Department managers, where job requires, may wear aprons, but they must be changed as often as necessary in order to ensure a neat and clean appearance is maintained.

**ACCESSORIES** - Where job requires, store supplies hat, visor, or full hair net. Alternate hat available to be purchased through optional clothing line. Hair must be restrained under one of these devices when handling food.

---

COURTESY CLERK, FOOD CLERK & GENERAL MERCHANDISE CLERK

BAKERY, DELI, FLORAL & PRODUCE PERSONNEL

**MALE**

**APRONS** - Store provides black cloth aprons. They are available in criss cross or standard style. They are available in both large and extra large. Aprons are to be kept clean and in good repair, to ensure a clean and professional image is maintained. Also available, blue vinyl aprons for those departments that warrant them. (Floral, Seafood, Produce, Deli).

**SWEATERS** - Sweaters must be worn under aprons.

**ACCESSORIES** - The store provides food workers (Deli, Bakery, Meat, and Seafood) with a ball cap, a visor, or a full coverage hair net. Hair must be completely restrained under one of these devices whenever working with or around food. Alternate hat available to be purchased through optional clothing line.

**FEMALE**

**APRONS** - Store provides black cloth aprons. They are available in criss cross or standard style. They are available in both large and extra large. Aprons are to be kept clean and in good repair, to ensure a clean and professional image is maintained. Also available, blue vinyl aprons for those departments that warrant them. (Floral, Seafood, Produce, Deli).

**SWEATERS** - Sweaters must be worn under aprons.

**ACCESSORIES** - The store provides food workers (Deli, Bakery, Meat, and Seafood) with a ball cap, a visor, or a full coverage hair net. Hair must be completely restrained under one of these devices whenever working with or around food. Alternate hat available to be purchased through optional clothing line.
MEAT / SEAFOOD PERSONNEL

MALE

APRONS - Aprons (blue vinyl or cloth) and/or white coats are provided. These need to be kept clean, in good repair and changed as often as necessary to ensure a clean and professional image is maintained.

SWEATERS - Sweaters must be worn under aprons.

ACCESSORIES - The store provides food workers with a ball cap, a visor, or a full coverage hair net. Hair must be completely restrained under one of these devices whenever working with or around food. Alternate hat available to be purchased through optional clothing line. Freezer coats or polar jackets may be worn under aprons if they are not visible to the customer or worn over aprons only when working out of view of the customer.

FEMALE

APRONS - Aprons (blue vinyl or cloth) and/or white coats are provided. These need to be kept clean, in good repair, and changed as often as necessary to ensure a clean and professional image is maintained.

SWEATERS - Sweaters must be worn under aprons.

ACCESSORIES - The store provides food workers with a ball cap, a visor, or a full coverage hair net. Hair must be completely restrained under one of these devices whenever working with or around food. Alternate hat available to be purchased through optional clothing line. Freezer coats or polar jackets may be worn under aprons if they are not visible to the customer or worn over aprons only when working out of view of the customer.

PHARMACIST

MALE

JACKETS - White druggist jackets will be provided, and must be worn. Jackets should be kept clean and pressed at all times to maintain a neat and professional appearance.

SWEATERS - Sweaters must be worn under druggist jacket.

FEMALE

JACKETS - White druggist jackets will be provided, and must be worn. Jackets should be kept clean and pressed at all times to maintain a neat and professional appearance.

SWEATERS - Sweaters must be worn under druggist jacket.

PHARMACY TECHNICIAN

MALE

JACKETS - Light blue druggist jackets will be provided, and must be worn. Jackets should be kept clean and pressed at all times to maintain a neat and professional appearance.

SWEATERS - Sweaters must be worn under druggist jacket.

FEMALE

JACKETS - Light blue druggist jackets will be provided, and must be worn. Jackets should be kept clean and pressed at all times to maintain a neat and professional appearance.

SWEATERS - Sweaters must be worn under druggist jacket.
PRODUCTION BAKERS
BAKERY SALES (SEE FOOD CLERK)

**MALE**

**SHIRT** - A solid white dress type shirt with collar must be worn. Long or short sleeves are permitted. A solid white shirt may be worn underneath. No decals or writing are permitted on the T-shirt. Shirts must be tucked in at all times.

**TIE** - Not applicable to prevent a safety hazard

**BADGE** - A Safeway issued and approved employee name badge is to be worn on the upper left side of the uniform at all times.

**APRON** - Store provides white cloth aprons. These need to be kept clean and in good repair and changed as often as necessary to ensure a clean and professional image is maintained.

**PANTS** - White slacks must be worn. Slacks must be able to hold a crease and be pressed. They must be properly fitted and in good repair. The length of the pant leg must reach the top of the shoe. Denim or corduroy pants are not allowed.

**SHOES** - Shoes are to be white. Athletic shoes made of polished leather or synthetic material with the look and quality of leather are acceptable. Non-leather soles, closed toes and rubber heels are required for safety. No canvas shoes, saddle shoes, boating shoes or sandals are allowed. Shoes are to be kept neat, clean and polished at all times.

**ACCESSORIES** - The store provides food workers with a white ball cap, a visor, or a full coverage hair net. Hair must be contained under one of these devices whenever working with or around food. Alternate hat available to be purchased through optional clothing line.

**FEMALE**

**SHIRT** - A solid white dress shirt or blouse with collar must be worn. Long or short sleeves are permitted. A solid white T-shirt may be worn underneath. No decals or writing are permitted on the T-shirt. The top shirt button must be buttoned, and the shirt must be pressed. Blouses must be businesslike, not sheer, and may not be low cut. If there are personal or physical issues, which preclude the wearing of a tucked in shirt, a white A-line style tunic with collar may be worn over pants or a skirt only with the approval of the District Manager.

**TIE** - Not applicable to prevent a safety hazard

**BADGE** - A Safeway issued and approved employee name badge is to be worn on the upper left side of the uniform at all times.

**APRON** - Store provides white cloth aprons. These need to be kept clean and in good repair and changed as often as necessary to ensure a clean and professional image is maintained.

**PANTS** - White slacks must be worn. Slacks must be able to hold a crease and be pressed. They must be properly fitted and in good repair. The length of the pant leg must reach the top of the shoe. Denim, corduroy stretch pants and leggings are not allowed.

**SHOES** - Shoes are to be white. Athletic shoes made of polished leather or synthetic material with the look and quality of leather are acceptable. Non-leather soles, closed toes and rubber heels are required for safety. No canvas shoes, saddle shoes, boating shoes, backless shoes, sandals, platform, or spiked heels are allowed. Shoes are to be kept neat, clean and polished at all times.

**ACCESSORIES** - The store provides food workers with a white ball cap, a visor, or a full coverage hair net. Hair must be contained under one of these devices whenever working with or around food. Alternate hat available to be purchased through optional clothing line.
LIFESTYLE CASUAL DRESS CODE
GUIDELINES & STANDARDS
STANDARD ACROSS ALL DIVISIONS

Store Manager, 1\textsuperscript{ST} Assistant, 2\textsuperscript{ND} Assistant, Pharmacy Technician and Production Bakers

Refer to standard dress code policy

Food Clerks/Courtesy Clerks/GMHBC/Liquor:
- Black pants
- Black apron with embroidered logo (not optional – must be worn)
- Khaki button down shirt (male/female versions available)– Long sleeve or short sleeve (casual-optional)
- Black leather shoes
- Black hat with IFL logo optional
- Black Shorts – applicable only to Courtesy Clerks. Limited to be worn from Memorial Day through Labor Day.

Produce Clerks
- Black pants
- Hunter green apron with embroidered logo (not optional – must be worn)
- Khaki button down shirt (male/female versions available) – Long sleeve or short sleeve (casual-optional)
- Black leather shoes
- Black hat with IFL logo optional

Deli/Bakery/Floral Clerks
- Black pants
- Burgundy apron with embroidered logo (not optional – must be worn)
- Khaki button down shirt (male/female versions available)– Long sleeve or short sleeve (casual-optional)
- Black leather shoes
- Black hat with IFL logo – Bakers can continue to wear white hat if they prefer

Meat/Seafood Department
- Black pants
- White jacket/smock/apron (not optional – must be worn)
- Black apron with embroidered logo (Seafood only)
- Khaki button down shirt (male/female versions available)– Long sleeve or short sleeve
- Black leather shoes
- Black hat (Rancher’s Reserve or Ingredients for Life with logo)

Pharmacist/Tech
- Black pants
- White shirt tie (khaki shirts not optional for Pharmacy)
- White Pharmacist lab coat (short or long sleeve)
- Burgundy tech lab coat (short or long sleeve)
- Black leather shoes

Listed are available Lifestyle uniform items:
- Men’s and Women’s long and short sleeve khaki shirts
- Men’s full zip sweatshirt
- Unisex jacket with zip out fleece lining
- Women’s button down sweater vest (black)
- Men’s pullover sweater vest (black)
- Women’s cardigan sweater (black)
- Hat or visor
- Pharmacy Tech lab burgundy lab coat (short or long sleeve)
- Pharmacist lab white lab coat (short or long sleeve)