



STANDARD UNIFORM & APPEARANCE POLICY

Kind Hospitality's uniform policies and procedures apply across all brands unless otherwise established by the Leadership team.

It is your friendly smile, clean, neat appearance and Ultimate Kind Guest Service that make each of our restaurants special. It is critical for all employees to present a clean, professional and well-groomed appearance, always.

UNIFORM POLICY

Leadership Team, Operations Leadership, Managers, Supervisors and Trainers are responsible for ensuring that employee uniform and appearance standards are enforced at all times.

All employees must be neat, clean and tidy. It is the responsibility of the employee to maintain a clean and pressed uniform. Managers reserve the right to ask you to go home without pay if you are not in proper uniform.

UNIFORM AND APPEARANCE STANDARDS

Specifics for each brand and position are detailed on the "Uniform Standards" outline.

- Approved Brand Shirt – No tears, holes or discoloration. Undershirts not visible.
- Dark Denim Jeans – Must be full length, plain in style, no logos, frays, tears, holes, not folded at the bottom.
- Shoes – Must be black, non-slip, closed-toe, closed heel, flat and made of polishable leather.
- Socks – Must be worn at all times.
- Belt – Must be worn at all times.

SPECIAL UNIFORMS

Special uniforms must be worn by various service personnel during promotional periods. Special uniforms must be maintained in accordance with Kind Hospitality's standards of cleanliness and hygiene.

UNIFORM PROCEDURES

FOR NEW HIRES

Upon completion of onboarding or prior to the new hire's first day, the employee will be issued uniform item(s) based on the specific brand, department and job function. A paycheck deduction will be completed for any additional items ordered; the payment will be deducted from the employee's paycheck at the cost rate of each uniform item.

FOR HOURLY EMPLOYEES

All Management Teams are responsible for submitting uniform orders through the Kind Requests & Support Page, maintaining an on-hand inventory of hourly uniform items, fulfilling uniform orders for all Hourly employees from the on-hand inventory at the restaurant location and submitting paycheck deductions with bi-weekly Payroll.

FOR SALARIED EMPLOYEES

All Salaried employees are responsible for submitting their own uniform orders through the Kind Requests & Support Page. The Kind Marketing Team is responsible for maintaining an on-hand inventory of salaried uniform items, fulfilling uniform orders for all Salaried employees from the on-hand inventory at the Home Office and submitting paycheck deductions with bi-weekly Payroll.

KIND APPEARANCE

HAIR Must be clean and neatly combined or styled. Extreme or unnatural hair color or styles are not permitted, subject to management discretion. In accordance with Health Department regulations, hair that is collar length or longer must be confined, pinned up or pulled back. Extremely long hair must be braided or banded the entire length of the hair.

FACIAL HAIRS Beards, mustaches and sideburns are allowed as long as they are neat and remain clean and trimmed. New growth facial hair must be grown during a vacation or other non-working periods.

EARRINGS Males and females may wear one set of earrings; a stud or small hoop, no larger than a dime in each ear. Ear gauges may be no larger than a dime and must be filled in with flesh or nude color plugs while on shift.

BODY PIERCING Facial piercings are prohibited with the exception of one nose piercing; a stud, while on shift.

TATTOOS Visible body art and tattoos are not explicitly prohibited. Visible body art and tattoos, including hands, must be non-offensive, derogatory or depict illegal activities. (i.e., not racially, sexually, ethnically, drug/alcohol or discriminatorily offensive)

Management reserves the right to determine the appropriate guidelines on a case-by-case basis. Tattoos and body art displayed on the face or neck are prohibited.

HANDS All Food Handlers (Managers, Supervisors, Cooks, Servers, Bartenders, Hosts, Bussers, Expeditors, etc.) must have clean hands and fingernails throughout their shift. Employees must wash their hands with soap and hot water for a minimum of 20 seconds per wash. Must keep fingernails filed and well maintained, half-inch in length or less. Nail polish and artificial fingernails are prohibited when working with exposed food.

Employees who handle ready-to-eat-foods must wash, sanitize, put on gloves prior to handling any foods and may only wear one plain band.

JEWELRY The only authorized jewelry is small earrings, small necklaces and a plain wedding band. Other types of jewelry, including watches, are not allowed.

MAKE-UP/PERFUME/COLOGNE Make-up, perfumes, cologne are authorized as appropriate and must be professional in appearance and amount. Management reserves the right to determine appropriate amounts and colors on a case-by-case basis.

GUM CHEWING All employees, including Managers, may not chew gum or tobacco at any time while on shift.

I acknowledge and agree to follow the above Standard Uniform & Appearance Policy.

Employee Name

Employee Signature

Date