

# Dress policy: Making an appearance



Cambridge Real Estate Services is committed to conducting our business activities in a professional work environment. Your appearance is a reflection of you and of Cambridge and is collectively important to our residents, clients, visitors and co-workers. Employees are expected to present a clean and neat appearance and dress according to the requirements of their position. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. While at work, you are required to wear clean, appropriate clothing and shoes. The company publishes the following guidelines, consult your supervisor or Human Resources if you have questions.

## piercings:



Earrings should be small or moderate sized and no more than 3 piercings per ear. Ear gauges should be smaller than 10mm. One small nose stud is allowed; no rings or septum piercings are permitted. No other visible pierced jewelry or body adornments are allowed without prior approval by management.

## tattoos:

We want your professional interactions to be free from distraction. Tattoos are allowed, but not on your face or visible portions of your neck. If a neck tattoo cannot be concealed from public view through otherwise appropriate wardrobe choices, please bring this to the attention of the Human Resource Department for consideration. Treat tattoos as you would speech: you are not allowed to swear, make hateful or sexual comments, or lewd jokes in the workplace and neither should your tattoos.



## uniforms:

As a matter of company policy, all maintenance staff are required to wear company issued uniforms while on duty. This policy reflects workplace circumstances which require that maintenance workers be present in the homes of residents on a regular and recurring basis. A readily visible uniform identifies you as an employee and professionally communicates your status as a representative of Cambridge while working inside or around the home of our residents.



## hair:



Bright or unnatural hair colors are not permitted in the workplace. If an employee chooses hair color that is not permitted it should be concealed so that it does not create a workplace distraction.

Our clients' and residents' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct owner and resident contact, you represent the company with your appearance as well as your actions.