## THE SALON IMAGE AND YOUR IMAGE

We aim to portray the salon as clean, hygienic, well presented, friendly and inviting. Your image, personal hygiene, dress standard, and manner should match this aim.

**Option1.**

Uniforms are provided for you so that the salon presentation is consistent and professional. The wearing of stained or dirty uniforms is not acceptable.

Or

**Option 2.**

You are not required to wear a uniform; however, your standard of dress needs to match the image of the salon. This means that tops or shirts should have sleeves. All clothing should be fashionable, clean and free of stains and there should be no bare flesh showing between top and bottom. Underwear should not be visible. You should not wear the same clothing on consecutive days.

We are in the business of offering beauty services, and as such must be an example of good grooming ourselves. It is a salon policy to provide beauty services to the team as per the team price list (see the back of this manual). This covers costs only and exists so that team members can look their best at all times and experience the range of treatments and services we offer. Your team priced beauty services should be arranged at non-busy times or on your day off.

You are expected to maintain a high degree of personal hygiene and appearance at all times. Female team members should wear make-up each day. Hair and makeup should be done prior to arriving at work.

* Shoes should cover the whole foot to comply with Workplace Health & Safety guidelines and should be polished clean and comfortable. Soft-soled shoes to minimize noise are required. Slingbacks, opened toed shoes, and sandals are not to be worn.
* Nail polish is either on or off but not chipped. Nails should be clean and not too long.
* Name badges are to be worn each day on the left-hand side of the uniform.
* Hair is to be kept clean and neat and long hair must be kept tied back.
* Chewing gum is not acceptable in the salon.
* Jewelry is to be simple and smart. Long chains, large rings, and loose bracelets can be a cause of health and safety issues for both the therapist and the client and must not be worn. Earrings are to be small in size and made of gold, silver or pearl.
* If you visit the salon on a day that you are not working, please make an effort to look presentable. Your clients expect to see well-dressed professional people when they are in the salon.

### Personal Hygiene

Personal hygiene is an expectation of all clients and of management and must be of the highest standard at all times.

* Hands are to be kept clean and washed before starting a service with a new client.
* Deodorant is to be worn and on a hot day it may be necessary to re-apply during the day.
* The use of mouth wash, mint or mouth spray is suggested especially after returning from a break.