

Policy

These guidelines are considered to be general guidelines for all MGM Springfield employees. Departments may have more specific standards based upon specific operational needs. Department managers are responsible for ensuring that all employees adhere to this policy. To ensure consistency throughout the organization, department managers are not authorized to modify this policy without prior approval from the Vice President of Human Resources.

1. Employees must maintain a professional appearance at all times consistent with the nature of their work and safety standards.
2. Employees must have their ID badges on their person while working.
3. Name tags are required to be worn on the upper left chest while on duty. In the event the employee uniform has a logo, the name tag must be placed on the upper chest, opposite the logo. The name tag must not cover any part of the Company logo.
4. You may only wear approved stickers, buttons, pins or other decorations on your uniform. Please consult your Human Resources team if you have any additional questions or requests.
5. Employees are to report to work neat and well-groomed and should review their appearance at the start of and throughout their shift. Employees must maintain an overall standard of cleanliness and proper personal hygiene at all times.
6. Undergarments must be worn at all times. Undergarments should not be seen from beneath any part of your uniform or business attire.
7. Hosiery/tights/stockings are optional; however, if worn must compliment your skin tone and coordinate with your attire.
8. Properly-fitted clothing is required. Tight fitting stretch legging pants and loose-fitting pants worn below the hips are not permitted. Any clothing which exposes the employee's undergarments is prohibited.
9. Uniformed employees must wear uniforms in accordance with department policy. Uniforms shall be clean, neat, freshly pressed and should only be altered by the Uniform Control Department. Employees must wear shoes that complement the uniform and are clean and well-maintained.
10. Non-uniformed employees should dress in attire appropriate to the position they hold. Clothing should be clean and neatly pressed; casual, or club-style clothing is not appropriate for the business setting.
11. At all times, employees should be ready to provide guest service. Accordingly, uniformed employees must be in full uniform, including appropriate footwear, tucked-in shirts (if applicable to the department's uniform standards), tied ties and name badges (unless otherwise directed by department management) while in public areas. Non-uniformed employees must be in professional attire appropriate to the position they hold and wearing a name badge while in public areas. Employees may not walk through any public area changing or arranging clothes, talking on cell phones, smoking, chewing gum, drinking or eating food.
12. Employees working in food service or other areas that fall under the Springfield Department of Health and Human Services may have additional rules as outlined by state or city law which may include suits for men and women, may be required in your department.
13. Business casual may also be deemed appropriate by your department. The principle differences between business dress and business casual are increased informality, such as the absence of a tie, the substitution of a polo shirt for dress shirt, the substitution of a sweater for a sports coat, and more informal skirts, dresses, pants and shoes. Business

Commented [NA1]: If a supervisor+ is removing their jacket for any amount of time on the floor, their name tag must still be worn. Jackets are considered part of a supervisor+ uniform and should be worn at all times.

Commented [NA2]: The neck button on uniforms is not required to be buttoned. White & Black are the only permitted under shirts.

casual, in some areas, may necessarily be “dressier” than in others due to the nature and frequency of contacts with the general public, customer, vendors, clients and executives.

14. Business casual may also be deemed appropriate by your department.

Guidelines follow:

- Women may wear the following:
 2. Dress slacks
 3. Cropped slacks or cropped business wear pants (no casual wear Capri pants, shorts or cropped denim pants)
 4. Khakis
 5. Skirts or dresses (skirt length cannot be shorter than 3 inches above the knee)
 6. Blouses
 7. Sleeveless tops; shoulder straps must be at least 2 inches wide (spaghetti straps and halter tops are not permitted)
 8. Dress shoes with an appropriate heel height
 - Men may wear the following:
 10. Dress slacks
 11. Khakis
 12. Sports coats
 13. Dress shirts
 14. Golf/Polo shirt (no competitor logos allowed)
 15. Dress Shoes

Except as expressly set forth below, absolutely no ‘club’ attire, sneakers, flip-flops, baseball caps, bandanas, shorts, denim jeans (unless expressly approved by department management), cargo pants (pants with pockets on the outside), sweat pants or attire that would expose the midriff, belly, upper thighs, bosom, or back are allowed.

Company-sponsored T-shirts are permitted during authorized Company or department events.

Refer to your department management to verify if denim jeans are appropriate during the week. Provided they are allowed in your department on designated work days, the jeans worn must be (i.) clean, without rips, tears, holes or substantial fraying, (ii.) not have excessive adornment (e.g. rhinestones, rivets, etc.), (iii.) not faded and (iv.) not be made from a fabric with inconsistency in color/dye in the fabric. There are many circumstances in which denim jeans may not be appropriate. These may include meetings with other departments, outside vendors or visitors, or with executives on a casual day, denim jeans may not be appropriate that day. If in doubt, consult with your department management or Human Resources.

(Please contact your department management if you need further clarification as to the appropriateness of any type of casual attire and if it is permissible within your department.)

15. Unprofessional hairstyles are not permitted to be worn while working. This includes mohawks and/or shaving designs into the head/eyebrows, etc.

16. Hair and hairstyles must be neatly styled, well maintained. Hair should not cover eyes, name badge or licensing badge. Hair curlers, rollers, pins, wet hair, and unnatural colors and styles are not permitted. Braided/twisted hairstyles without beads or ornamentation are permitted. **Shaving parts or designs into the head/eyebrows is will not be permitted.**

Mustaches, beards, goatees and sideburns must be natural, well-groomed, neatly trimmed, and moderate in length and fullness. Growing a beard, goatee, mustache or sideburns must be done prior to hire and must meet the above standards before returning to work.

Commented [NA3]: Beards should not exceed 2 inches, 5 o'clock shadows are prohibited.

17. Makeup may be worn in moderation to enhance a natural appearance. Extreme colors or unusual makeup is prohibited.
18. Female's finger nails and toe nails must be clean and well-trimmed to a uniform length. Finger nail length should be limited to ¼ inch or less. Nail polish that is not extreme or offensive in color and design is permitted. Nail ornaments, charms or nail jewelry are prohibited.
19. Male's finger nails must be clean and well-trimmed to a uniform length. Finger nail length should be limited to ¼ inch or less. Clear nail polish color is permitted. Nail ornaments, charms or nail jewelry are prohibited.

20. Colognes, perfumes, and after-shave lotions are permitted in moderation.

21. Dental ornamentation and non-natural colored caps are not permitted to be worn if visible by the guest when smiling.

22. Jewelry and accessories must be worn in moderation and be appropriate for a professional work environment. Necklaces may not exceed 2 chains. Hoop earrings may not exceed the size of a half dollar coin. The number of earrings is limited to 2 per ear and may only be worn on the ear lobes and outer ear rim. Some departments may have further restrictions.

Commented [NA4]: This applies to all staff.

23. Visible body piercings are prohibited, unless given explicit permission by Human Resources. "Visible" is defined as any exposed skin, including your tongue. Some departments may require additional restrictions.

Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly detracts is prohibited. Examples include, but are not limited to: body piercing (other than traditional ear piercing), tongue piercing or splitting, tooth filing, and earlobe expansion. Jewelry, spacers, retainers, or plugs are not permitted in any body piercing while working.

24. Visible body tattoos from the neck down are permitted as long as tattoo is not offensive in nature (tattoos on the face and back of head are prohibited). "Visible" is defined as any exposed skin, including your tongue. Some departments may require additional restrictions.

25. Shoes/Footwear:

0. Shoes must be worn at all times and must conform to the approved safety standards and present a business-like appearance.
1. Employees are responsible for providing their own shoes.
2. The Occupational Safety and Health Act of 1970 (OSHA) requires that safety shoes be worn in certain areas. Uniformed employees must wear appropriate shoes according to their departmental policies. (Please see your supervisor for clarification.)

3. Female employees are permitted to wear closed toe or peep toe shoes (exposing no more than 3 toes) however, a strap on the back of the heel is required, unless given explicit permission by Human Resources.
 4. Slippers, house shoes and flip flops are not permitted to be worn in any area while at work.
 5. Sneakers/tennis shoes are not permitted unless part of a uniform.
 6. Rain boots, snow boots or other variations of extreme weather or sport shoes are not permitted except when entering and exiting the property. You may not wear these types of shoes in public areas at any time.
26. Anytime scheduled meetings or other work commitments involve the general public, internal / outside business representatives or board members, good judgment in choice of attire is expected.
27. All employees must follow the Appearance Standards as outlined in this policy. Departments may have various additional restrictions based upon specific department guidelines. Final decisions regarding additional department standards are at the discretion of Human Resources.

Exceptions to Appearance Standards:

1. Exceptions to appearance standards are provided to employees for sincerely-held religious beliefs or medical restrictions. The appropriate approval must be received in advance.
2. Any employee requiring accommodations should notify Human Resources. Any supervisor and manager receiving an accommodation request from an employee, whether formal or informal, must consult with Human Resources prior to granting or denying a request.

Commented [NA5]: I have no issue with sneakers or tennis shoes being worn, as long as they are all black.