

## MAKE A GREAT FIRST IMPRESSION

### *Client Meetings and Events*

We're the best in the industry and should look the part. Our branded appearance is strategically conservative-professional\*, meant to be welcoming and focused on customers as much as possible.

#### DO

- wear a suit jacket at all premise visits, interviews, and meetings, unless client indicates otherwise
- wear a suit jacket or button-up shirt
- wear shoes that are clean, scuff-free, and styled and colored for work
- keep your hair well groomed, and not covering your eyes
- conceal tattoos and plugs

#### DON'T

- wear clothing that is too short, too revealing, too tight, or too sheer
- wear clothes that are wrinkled, soiled, or threadbare
- wear athletic shoes, work boots, flip flops, overly high heels, or white socks
- use strong perfume, cologne, or other overly scented grooming products
- smoke before meetings or during events

*\*Because we are interviewing and meeting clients every day, our professional dress standards are Monday through Friday. A regional leader may institute alternative dress on occasion, for purposes such as a reward, casual Friday, celebrations, field trips, or team meetings.*

*If any type of religious, medical or other accommodation is needed in regard to attire or appearance, please contact **All-In-1 Human Resources** at (800) 270-9120.*

## OBJECTIVE

The ACT•1 Group is proud to have a branded, strategic look. As career experts, our Candidates, the center of our universe, look to us for how to best represent themselves during the interview process. We are the best in the industry. We represent the best experience you can have. Therefore, conduct and attire in the office should be 'conservative professional' and in good taste. Casual jeans, sneakers, and revealing attire are unacceptable. We are frequently meeting with Candidates and Clients, and are proud to represent ourselves as highly professional and well-groomed, per regional management reinforcement.

## PROCEDURES

All ACT•1 Group employees in a Candidate-and/or Client-facing position must present themselves in a conservative, professional manner.



**ACT•1Group**

*We Work Where You Work.™*

# *ACT•1 Group Staffing Division*

## Appearance Policies and Guidelines



**ACT•1Group**

*We Work Where You Work.™*

## CONSERVATIVE PROFESSIONAL

*Yes*

*No*



Jacket and shirt look professional. Slacks are tailored. Hair looks clean and neat.

Nice button-up shirt. Skirt is a good length. Professional shoes.

No skirts that are too short. No showing cleavage.



Suit and tie. Tailored pants—not too big, baggy, or long. Hair is clean and tidy and facial hair is groomed.

Button-up shirt is fitted and tucked in. Pants are tailored and shoes are professional.

No unbuttoned shirts, ripped jeans, or tennis shoes.

## BUSINESS CASUAL

*Yes*

*No*



Nice sweater or shirt, slacks, no jeans, no athletic shoes.

Nice sweater or top, slacks, no jeans, no athletic shoes.

No t-shirts.

## GROOMING STANDARDS

*Yes*

*No*



Earrings—refined and professional.



No nose rings or visible tattoos during business hours.



Fingernails—short, clean, and manicured.



No long or unusual styles and jewelry that can distract from or impede work.



Hair—keep trimmed, tidy, and groomed.



No long or unusually styled facial hair.



No unusual or distracting colors or styles.



High heels—appropriate height and professional style/color.



No heels that are too tall, unusually styled, or too colorful.

