

Grooming and Appearance Standards

Individual departments may establish personal grooming guidelines that are more stringent and specific for their operational needs. ****For full details see Employee Handbook****

Personal Grooming

- Personal and oral hygiene are vital to good grooming
- Extreme/offensive odors are not acceptable including body odor, cigarette, marijuana smells, etc.
- Hair must be clean, well groomed, neat, and may not present a ragged or unkempt appearance
- Multiple hair colors are allowed but must be kept fresh and overall style professional and well kept
- Dreadlocks are allowed but must follow policy of being clean, neat and well-kept; if unable to comply, then they may be covered while working; but still required to be professional/clean.



Uniforms

- Damaged/dirty uniforms may be exchanged as necessary
- Uniforms must only be worn while on duty. Nametags count as being in uniform
- Employees are responsible for uniforms once issued
- Pick up a Copper issued winter hat or wear one that meets the hat guidelines stated in the employee handbook
- If the employee chooses not to wear a company issued hat, they may wear their own personal knit or fleece hat (black, white, gray or cream and free of all non-Copper/Woodward logos) or any color Copper branded hat purchased at one of our Copper owned retail establishments.
- Midriffs should be covered at all times
- Pants should be worn appropriately around the waist
- Smoking/vaping in uniform is not permitted at any time



Tattoos

- Visible tattoos may not be offensive and/or controversial
- Visible tattoos above the shoulders are not permitted without RLT approval
- See Employee Experience or employee handbook for examples of unacceptable tattoos

Facial Hair

- Facial hair may be allowed as long as clean, groomed lines are visible and the hair is neatly groomed and trimmed
- No stubble allowed on cheeks/neck and facial hair needs to be a consistent length
- Mustaches, goatees and beards must be neatly trimmed and groomed so that the mouth is clearly visible and hair does not extend below the upper lip
- Beards without mustaches and vice versa are permitted
- Departments with safety hazards may have stricter facial hair guidelines



Nametags

- Nametags must be worn only when on duty
- Nametags must be worn on the outermost layer of the uniform or personal attire
- What you submit for 'chase' listed on the name-tag that are offensive and/or controversial are not permitted

Piercing

- Earlobe stretching is permitted, however holes must be filled with a plug/tunnel and must be no more than 1 inch in diameter (roughly size of a quarter). Color of plug/tunnel must be approved by department manager.
- 2 small facial piercings are permitted however are limited to small, discreet rings or studs; small/discreet septum rings may be allowed if approved by management, but no bars/retainers.
- Chains connecting piercings are not permitted
- Tongue piercings may not be larger than 5mm and should not affect ability to communicate clearly



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