Grooming and Appearance Standards

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
- Unnatural hair colors are allowed but must be kept fresh and one consistent shade (i.e. no ‘rainbow’ or different colors)
- The appropriateness of a hairstyle shall be judged by its appearance when headgear is worn (if applicable); all hats should fit snugly, properly, and comfortably on the head without distortion or excessive gaps
- Dreadlocks may be allowed if they meet the above standards, but must be less than 1/2 inch in diameter and of uniform size
- Dreadlocks must be clean, neat, and well-kept

Uniforms
- Pick up your uniform from Gear Up!
- 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
- Hoodies may not be worn with uniform unless your department has RLT approval
- Midriffs should be covered at all times

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
- Passions 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 – no septum rings or bars
- Chains connecting piercings are not permitted
- Tongue piercings may not be larger than 5mm and should not affect ability to communicate clearly

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
Copper Mountain Uniform Agreement

At Copper we are proud to employ a wide variety of people and personalities and individuality is strongly encouraged. It is important that our guests have the ability to identify and approach any of our employees while visiting copper.

As a Copper Mountain employee your personal attire and uniform MUST remain clean and presentable at all times. In order to assure that every employee has an opportunity to receive a clean uniform we ask that you follow the rules below.

1. I understand that the uniform items issued to me:
   - Are the property of Powdr – Copper Mountain
   - Are to be returned upon the completion of my employment. *(No later than 3 days after your last worked shift)*
   - Are ONLY intended for use when on duty. Smoking/E-Cigarettes are not permitted while in uniform.
   - Are NOT to be worn on days off or during personal ski/snowboard time.
   - Are NOT to be taken or worn off Copper Mountain company premises
   - *Note: Copper Mountain Resort employees may take their uniform off premise for laundering purpose only.*

2. I understand and agree that should any of the items be lost, stolen, damaged beyond repair or not returned upon separation, I will be fully responsible and charged accordingly.

3. I understand and agree that I will be charged for any abuse of the uniform items issued to me such as:
   - Circular burn holes
   - Stains on cuffs and hems (from lack of washing or actions performed outside my scope of work)

4. I understand I will be charged based on either the cost to repair (see posted chart) or up to the total replacement value of the item or items issued to me.

5. I will abide by Copper Mountain Resort’s Helmet policy as described below:
   Helmets are part of the uniform at Copper. While skiing/riding you are required to wear a snow sports approved helmet. While driving a snowmobile or ATV you are required to wear a DOT or Snell certified helmet. Snowmaking Department personnel are approved to wear a hard hat style helmet while driving snowmobiles during snowmaking operations. These helmets are purchased by the Snowmaking Department and have features such as a three point chin strap, foam insert, reinforced brim and integrated hearing protection. Snowmaking Department employees are not permitted to use their own hard hat style helmets.

   Employees may utilize their own snow sports or DOT/Snell helmets. In the case that an employee is not able to provide their own they are able to check out a helmet from Gear Up. Discounted helmets are also available for sale – please see Gear Up for details. In all cases helmets must be worn as intended (i.e., chin strap must be utilized) and any graphics, designs, etc., on the helmet must be appropriate and aligned with the company’s harassment and uniform policies. Stickers can prevent a proper safety check when inspecting a helmet for cracks or deformities and are discouraged.

6. I will abide by Copper Mountain Resort’s Grooming and Appearance Standards, some of which are outlined below.
   - **Tattoos**
     - Visible tattoos may not be offensive and/or controversial
     - Visible tattoos above the shoulder must be approved by RLT member
   - **Facial hair**
     - must be neatly groomed/trimmed
     - Facial hair may be allowed as long as clean, groomed lines are visible and hair is neatly groomed and trimmed
- No stubble allowed on cheeks/neck and facial hair needs to be a consistent length
- Beards must be properly groomed and should not be greater than 3 inches in bulk.
- Mustaches must be neatly trimmed and groomed, styling so that the mouth is clearly visible and so styling does not extend below the upper lip
- Facial hair that causes a health or safety issue may be restricted for your job
- Beards without mustaches and vice versa are permitted
- Outrageous facial hair is not permitted, including but not limited to: braiding and/or pony tails

- **Piercings**
  - 2 small facial piercings - limited to small, discreet rings or studs; no septum rings, retainers or bars.
  - Tongue piercing may not be larger 5mm and cannot impede communication
  - Earlobe stretching is permitted. Hole must be filled and cannot exceed 1 inch (roughly size of quarter)

- **Hair**
  - Must be clean, well groomed, neat, and may not present a ragged or unkempt appearance
  - Unnatural hair colors are allowed but must be kept fresh and one consistent shade (i.e. no 'rainbow' or different colors)
  - The appropriateness of a hairstyle shall be judged by its appearance when headgear is worn (if applicable); all hats should fit snugly, properly, and comfortably on the head without distortion or excessive gaps

- **Dreadlocks**
  - Dreadlocks may be allowed if they meet the above standards, but must be less than ½ inch in diameter and of uniform size
  - Dreadlocks must be clean, neat, and well-kept
  - Individual departments may not allow dreadlocks for safety reasons

- **Beanies/Hats**
  - Gear Up issued hats and beanies may be worn indoors/outdoors with manager approval
  - Hats must be a Copper or Woodward issued hat
  - Beanies must be of Copper approved colors and without visible logos other than a Copper or Woodward logo. (Approved beanie colors are white, black, grey & cream)
Uniform Prices:
If any uniform piece is lost, stolen, or damaged the employee will be charged for the retail value of the uniform piece.

Uniform damage examples are, but not limited to, cuff/hem damage, cigarette burn holes, grease, paint, excessive dirt stains, etc.

**Gear Up has paint jumpers & specific “dirty job” uniforms available for checkout.**

DO NOT FORGET—ALL uniforms must be returned within 3 days of your last shift or you will be charged the following:

- **Parka** $390
- **Soft-shell** $300
- **Vest** $250
- **Snow Pants** $250

**Department Specific:**

- **Banquet shirts** $45
- **Banquet pants** $40
- **Banquet tie** $10
- **Black Jeans** $25
- **Mtnce. Shirt** $30
- **Insulated Coveralls** $160
- **Polo’s** $25
- **Race Bibs** $300
- **Race Sweater** $200
- **Rain jacket** $200

Pant Guideline:
What Is & Isn’t Acceptable

Taking pride in your work includes looking good in uniform. Make sure to wear your uniform appropriately (pant hems buttoned or rolled up) to prevent any damage.

1. **No damage**
   - **No Problems**
   - **$0**

2. **Slight cuff damage**
   - **Normal Wear**
   - **$0**

3. **Bad gaiter damage**
   - **Repair Fee**
   - **$80-$200**

4. **Major cuff damage**
   - **Replacement Cost**
   - **$250**

**If you have any questions, please see your supervisor who can contact Gear Up.**

*Subject to Change(s) Updated 07-17-2016*
**Grooming & Appearance Standards**

Guests at Copper can’t help but notice the splendor of our little corner of the world. It only seems right that the people they encounter should look good too. We’ve developed some guidelines, reasonable and not too restrictive, for each of our employees and volunteers to follow.

**Name Tags** should always be worn when you are working. Remember to wear your nametag on each layer of your uniform so your nametag is always visible.

*When you are OFF-DUTY you must abide by the following uniform standards:*

- Don’t wear your uniform when you are not on duty. Employees wishing to ski on their breaks or time off (free skiing/riding) must do so in their own clothing.
- Uniforms with identifying Copper logos should not be worn outside of work especially at bars, grocery stores, etc. Failure to do so could result in disciplinary action up to & including termination.

**Tattoos** are allowed BUT:

- Visible tattoos may not be offensive and/or controversial
- Visible tattoos above the shoulders must be approved by RLT

Anyone with **Piercings** must follow these guidelines:

- 2 small facial piercings are permitted—no septum rings, retainer or bars
- Tongue piercing may not be larger than 5mm and should not effect the ability to communicate clearly
- Earlobe stretching is permitted—holes must be filled with plug/tunnel and may not be bigger than 1 inch in diameter (roughly size of a quarter)

**Facial Hair** must follow these rules:

- Facial hair may be allowed as long as clean, groomed lines are visible and hair is neatly groomed and trimmed.
- No stubble allowed on cheeks/neck and facial hair needs to be of a consistent length.
- Beards must be a consistent length and may not be more than three inch in bulk. (Bulk is the distance that the mass of hair protrudes from the skin). No individual hair may be more than 4 inches.
- Mustaches must be neatly trimmed and groomed, styling so that the mouth is clearly visible and so styling does not extend below the upper lip.
- Facial hair must not extend down the neck. Facial hair that causes a health or safety issue may be restricted for your job.