

APPEARANCE GUIDELINES

A professional appearance, general neatness, and proper attire are important aspects of employment at WinShape Camps. Summer Staff are expected to adhere to professional dress and grooming standards suitable for their gender during the length of their employment, including off time. The personal appearance guidelines do not speak to the morals or characters of individuals. They simply help equip us to maximize our capacity to connect with the Campers and families we serve and to prioritize the safety of our staff. These guidelines reflect the values of the WinShape Foundation.

General

- Summer Staff are to present a professional, clean-cut appearance. Specific guidelines for attire and grooming are detailed with this document.
- WinShape-issued name badges are required and should be worn on the upper right chest of the outmost garment.
- During off time, staff may follow a relaxed dress code while keeping the representation of the wholesome environment we are striving to create in mind. Staff are not required to cover their tattoos or piercings and may wear sleeveless shirts while on off time.

Attire

- Shorts must be as long as your fingertips when your arms are hanging downward.
- Leggings, yoga pants, biker shorts, tight athletic pants, and other form-fitting clothing are not permitted.
- Closed-toe shoes must be worn during all recreational activities.
- **For female staff members**, all shirts must be loose-fitting and with sleeves. Tank tops and sleeveless tops are not permitted. Shirts should always cover the midriff, undergarments, and cleavage. Modest, one-piece swimsuits or tankinis are required. Tankinis must completely cover the midriff with the top and bottom pieces touching. No swimwear should have cutouts (with the exception of small cutouts in the back of the swimsuit), high-cut bottoms, or plunging neck/back lines.
- **For male staff members**, shirts must be worn at all times, except for approved camp activities. Tank tops are permitted on a case-by-case basis. Modest swim trunks are required.

Grooming

All staff members should follow all reasonable personal grooming standards, including regular bathing and use of deodorant. Perfumes and highly fragrant grooming products should be used in moderation. All staff members should keep hair looking natural. Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Non-traditional hair colors are not permitted.

- **For male staff members**, acceptable facial hair styles include a cleanly defined cheek and neckline. Sideburns, mustaches, and beards should be neatly trimmed. Acceptable hairstyles must be styled above the eyebrows, off the collar, and not come below the middle of the ear. Long hair is permitted as long as the styling requirements are met.

Tattoos

- Visible tattoos are permitted on the arms, legs and feet. Tattoos should not be visible on the neck, head or hands, and should not include offensive language or images.
- No offensive or inappropriate tattoo content will be permitted. Tattoos that depict nudity, offensive or inappropriate language or images, or violate company policies (including policies prohibiting discrimination and harassment based on race, color, religion, sex, gender, national origin, ancestry, age, disability or any other protected category) are not permitted.
- Staff members will be asked to cover tattoos located in visible, unapproved areas. Staff members may be asked to cover tattoos located in visible, approved areas upon request from guests or partners. Compliance with such requests is required.
 - **For Communities Camps**, staff members may be asked to cover all visible tattoos if partnering with a church or organizations that will require this. It will be handled on case-by-case basis.

Jewelry

- Female staff members may wear a maximum of three earrings per ear lobe. When participating in activities, wear only studs, as a safety precaution.
- Male staff members are not permitted to wear earrings, nose rings or gauges.
- Body jewelry worn on visible body parts (other than the female ear) must be covered or removed while working. The only exception to this is female staff may wear a small, single nose stud or hoop (2 mm or less), but please no septum piercings or gauges in ears.

