

Appearance Guidelines

Uniform

- Shirt must be a Taco Bell shirt provided by the company
 - Shirt must be tucked in neatly
 - Shirt must be clean, pressed, and collar straight
 - Can wear one dark colored undershirt. Shirt must be Black or Purple
- Pants will be provided by Taco Bell and are the only ones allowed to be worn
 - Pants can not be baggy or skin tight
 - Pants must be hemmed to top of shoes
 - Pants must be worn at the waist not on the hips
- Must be wearing a Taco Bell belt, trimmed to size
- Shoes must be slip resistant and black
 - Closed toe and heel
 - Clean & Polished
- Socks must be dark in color
- Name tag should have name engraved and be attached to the shirts eyelets
- Hat is on straight, not worn, and eyes are visible
- Only approved Taco Bell Jackets can be worn by Drive-Thru Service Champions

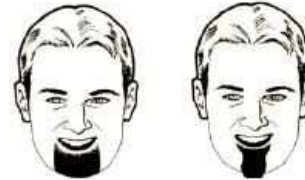
Hair

- Keep your hair neat, clean and worn above the collar and eyebrows.
- Wear your uniform hat to keep hair out of your face and food. (And hairnet, where required by law.)
- Hair longer than the base of the neck— including ponytails, braids, and buns—must be restrained to keep hair from contacting food and/or food contact surfaces and covered with the hairnet.
- Do not wear false eyelashes
- Facial hair must be neat and clean. Follow these grooming standards:
 - Mustaches and goatees must be neatly trimmed to the edge of the mouth. When required by the local health department, mustaches and goatees must be covered with a beard net.

- A mustache is hair growing on a man's upper lip, under the nose. It may extend down the sides of the mouth and may also adjoin a beard or goatee.



- A goatee is a man's beard trimmed to a tuft on the chin. The goatee may be confined to the chin, or may adjoin the mustache.



- Sideburns are the growth of hair on the cheek beside the ear. Sideburns must be neatly trimmed and must not extend past the bottom of the ear.



- Beards are permitted only for medical or religious reasons. Beards must be neatly trimmed and covered with a beard net. A note from a doctor or religious leader explaining the justification for wearing a beard must be in the employee's personnel file.
- A beard is the growth of hair on the face covering the chin and sides of the face. It may adjoin the mustache and/or sideburns.



Jewelry

- Wear jewelry in moderation.
- Do not wear jewelry that dangles (long earrings, loop earrings, and bracelets).
 - Earrings may not be larger than ¼".
 - Do not wear more than two post or stud earrings in each ear.
 - Do not wear hoop or ring earrings.
 - Wear the same number of earrings in each ear.
- Do not wear jewelry on your arms or hands, except a plain ring such as a wedding band/set on one hand. If the ring has a stone, you must wear a single-use disposable glove on that hand.
- Medical Alert necklaces are allowed if they are not visible or are worn inside the shirt.
- Do not wear any body-piercing jewelry that is visible (including tongue rings)
- Do not wear a watch on your wrist while handling food. You may wear a watch when not handling food.

Tattoos and Nails

- Visible Tattoos are not allowed
- Tattoos, if visible, MAY NOT include references to profanity, gang association, or sexual content
- Keep fingernails clean and trimmed.
- Food Champions: Acrylic and polish (unchipped) acceptable with gloves.

Hygiene and Other Appearance Standards

- Don't wear excessive fragrances; you may wear moderate amounts of cosmetics, deodorant, after-shave, perfume or cologne.
- Bathe daily. Keep face and hands clean
- Do not smoke or chew any tobacco product in the restaurant
- Do not chew gum in the restaurant
- Do not wear or carry any beeper device or cell phone while working

Employee Name Printed

Employee Signature

Date