



Grooming Standards

The Broadmoor believes an employee's dress and grooming should be appropriate to our Five-Star, Five-Diamond environment.

If you report to work improperly dressed or groomed your supervisor may instruct you to return home to change clothes and/or take appropriate disciplinary action. Non-uniformed employees or employees who are on property and being paid for work-related functions (i.e. department meetings or required training classes) must adhere to the guidelines listed below for a business professional environment.

Employees should also be suitably dressed when returning to the Hotel for any reason off the clock, (i.e. picking up paychecks, checking your schedule, going to the movies, or any Broadmoor sponsored events, such as Service Pins, EOM Luncheon, etc.) adhering to a resort casual dress code.

- When on Hotel property for any reason, employees are not permitted to wear the following in guest areas: T-shirts, tank tops, muscle shirts, shorts, or ripped jeans.

Any requests for accommodation due to medical or religious reasons must be completed in Human Resources. All standards are expected to be followed until after an approved accommodation has been granted.

Females

Hair

- Must be clean, neat, and cut in a natural style.
- Only natural hair colors are permitted and hair must be one single color (no streaks).
- Extreme styles, such as excessive teasing, pigtailed, or unnatural hair coloring are not permitted.
- Hair should not fall forward while performing regular job duties.
- Hair accessories, such as barrettes, ribbons, and combs must be conservative in style, color, use and number.
- In accordance with El Paso County health code, all Food & Beverage Employees must remove all hair from their face; secured with an appropriate Hair Tie, black or brown, no bows, scrunchies, or pigtailed.
- Employees handling food must confine hair as directed by your Department Head.
- Underarm hair must be covered by sleeves or removed.
- Legs must be clean shaven unless pants are worn.

Makeup, Nails, Perfume, Hygiene

- Foundation, powder and blush may be worn and should complement your skin coloring.
- Mascara, eye shadow and eyeliner may be worn in natural shades and be applied conservatively.
- Fingernails should be neat and clean; not extending ¼" from tip of finger.



- Neutral colors of nail polish may be worn such as nudes, grays, reds, pink. All nails must be painted the same color. Nail art or extreme colors of nail polish (blue, black, green, neon colors, glitter, etc.) are not permitted.
- In accordance with El Paso County health code, all Food and Beverage employees may not have polished or artificial nails due to food service safety standards.
- Heavily scented perfume and powder should be avoided.
- Daily showers and use of deodorant are expected.
- Uniforms must be cleaned, in good repair, and pressed appropriate to your department.
- No visible tattoos or body painting are permitted.

Jewelry

- Rings, watches, and Hotel service pins may be worn if they are conservative in style and number.
- No more than two rings or bracelets per hand (wedding sets are considered one ring).
- Gauge holes must be covered with solid skin-colored plugs appropriately matching the wearer's skin tone.
- Gauges must be quarter size or smaller.
- Two earrings per ear lobe are permitted. They must be quarter size or smaller.
- Earrings are only permitted on the lobe portion of the ear.
- One nose piercing may be worn as long as it is a single stud no larger than 2.5 mm and must either be a flesh colored or clear-colored stud.
- No other visible piercings are permitted.
- Necklaces and bracelets must be conservative in size and number.

Non-Uniformed Dress Standards

- Employees with direct guest contact must wear appropriate business attire.
- Miniskirts (skirts more than three inches above the knee), midriff tops, see-through, revealing or form fitting tops, casual pants and casual sportswear are not permitted.
- Sleeveless shirts/blouses are permitted as long as they are professional in appearance. "Spaghetti" straps are not permitted.
- Dress slacks are permitted as long as they are paired with a professional blouse or sweater.
- Dress capris/crop pants are permitted as long as they are paired with a professional blouse, jacket or sweater.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt that matches the outfit. No large or noticeable belt buckles.
- Classic resort sportswear is permitted or required in certain positions.
- Pantyhose are recommended with skirts, dresses, or dress slacks when wearing closed-toed shoes. Closed-toed shoes are permitted without pantyhose depending upon season as long as the outfit is professional.



- Tights of extreme patterns or colors may not be worn (ex. fish net).
- Leggings are not permitted.
- Pants tucked into dress boots are not permitted.
- Open-toed dress shoes are permitted (flat, flip-flop, multiple ankle wrapped, cork/straw wedge, or Birkenstock-style sandals are not permitted).
- When wearing open-toed shoes, legs must be clean shaven. Feet must be neat, clean, and pedicured. Nail polish guidelines pertain as noted above. Note: Food and Beverage employees, uniformed or not, may not wear open-toed shoes at any time.
- All shoes should be safe, slip proof, polished and in good repair.

Males

Hair

- Must be clean, neat, and cut in a natural style.
- Only natural hair colors are permitted and hair must be one single color (no streaks).
- Extreme styles, such as “man-bun,” mohawks, mullets or unnatural hair coloring are not permitted. Note: wearing a uniform hat or hair covering does not relieve this requirement.
- Hair should not extend past the top of a normal shirt collar, below the earlobe, or cover the eyebrows. Hair may not be tied back; no hair ties or decoration may be worn; a single thin black headband may be issued by Uniforms to assist with holding hair back from the face when necessary.
- Employees handling food must confine hair as directed by the Department of Health and in accordance with Food Safety and Sanitation Regulations.

Beards/Facial Hair

- Neatly trimmed and professional beards or facial hair are permitted in all work areas and positions within the property.
- Hair of the beard, mustache or goatee should be no longer than three-quarters inch in length and should have distinct lines.
- Mustaches must not extend past the corners of the lower lip and the hair must not grow over the lip.
- If you wish to grow a mustache, beard or goatee, it must be fully grown-in during time-off periods; partially grown or “spotty” mustaches, goatees and/or beards are not permitted.
- If you wish to grow a goatee or beard, the mustache and beard must connect.
- Sideburns should not extend past the earlobe.
- Muttonchops, Flares, Soul Patches, and Chin Straps are not permitted.

Cosmetics, Nails, Scents, Hygiene

- Cosmetics are not allowed unless used for medical reasons such as the concealment of a disfigurement.
- Fingernails should be neat and clean, and tips of nails should not extend past the finger.
- Colored Nail polish is not permitted.



- Heavily scented shaving lotions and colognes should be avoided.
- Daily showers and use of deodorant are expected.
- No visible tattoos or body painting are permitted.
- Uniforms should be pressed, and shoes polished. All uniform items are to be worn as intended. (eg. hats are not to be worn backwards, sleeves are not to be rolled up on the arms, pants are to be worn at the waist and secured with a belt as appropriate.)

Jewelry

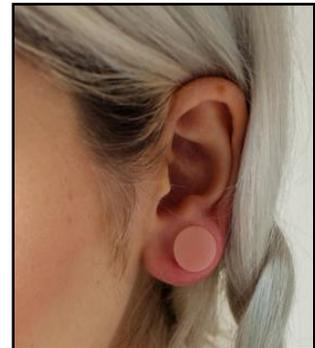
- Conservative rings, watches, and service pins may be worn.
- No more than two rings or bracelets per hand.
- Gauge holes must be covered with solid skin-colored plugs appropriately matching the wearer's skin tone.
- Gauges must be quarter size or smaller.
- No earrings or other visible piercings, including nose rings or facial piercings, are permitted.
- Necklaces and bracelets must be conservative in size and number.

Non-Uniformed Dress Standards

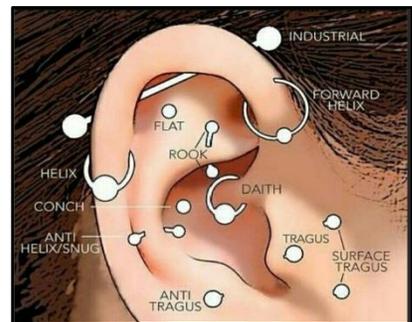
- For employees with direct guest contact, appropriate professional attire is required matching the expectations of the department. Suit jackets or sport coats are expected when in public areas and assisting guests. Ties may be required based on the position.
- Classic resort sportswear is permitted or required in certain positions.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt that matches the outfit. No large or noticeable belt buckles.
- Some types of casual sportswear are permitted.
- T-shirts or other casual shirts (without a collar) are not permitted.
- No open-toed shoes allowed.



Allowed Piercings



Not Allowed Piercings





Allowed Facial Hair



Not Allowed Facial Hair

