

## Grooming Policy

- *Purpose* - This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing Fusion Carpet Care, Inc. The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all employees, contract workers, and temporary staff are required to adhere to.
- *Statement of Policy* - Fusion Carpet Care, Inc recognizes that the presentation of its employees in the workplace contributes to a professional environment and the public image that has contributed to the success of the Fusion Carpet Care, Inc. Therefore Fusion Carpet Care, Inc expects employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks with customers, clients, and colleagues.
- *Hygiene* - Every employee is expected to practice daily hygiene and good grooming habits as set forth in further detail below.
- *Hair* - Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Non-traditional hair colors are not permitted.
- *Make-Up* - Make-up must be professional and conservative.
- *Fragrance* - Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, Fusion Carpet Care, Inc is a fragrance free workplace. Fragrant products that may be offensive to others should be used in moderation out of concern for others in the workplace.
- *Nails* - Hands and nails should be clean and conservatively manicured.
- *Jewelry* - Employees may wear tasteful jewelry in moderation. The size and/or number earrings, rings, necklaces, and bracelets may be determined at the department level based on specific job functions, operational, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn. No other visible body jewelry/body piercings may be worn while an employee is in the workplace.
- *Tattoos* - No visible tattoos or other body art (such as surgically implanted ball spikes, and the like) are permitted in the workplace. Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.). All exceptions require the approval of Fusion Carpet Care, Inc.
- *Violations* - Violations of this policy will result in discipline, up to and including termination.
- *Exceptions* - Employees seeking an exception from any of the above standards should speak with **Pablo J Duque**.