



TOPPERS PIZZA UNIFORM STANDARDS

You are required to uphold the following uniform standards 100% of the time. If you are not in perfect uniform you will be sent home to change or not work. If your uniform is dirty or damaged beyond repair, you will be **REQUIRED** to wear a new uniform. This applies for every part of your uniform.

UNIFORM

- **Uniform shirt** must be clean and in good repair at all times. No tucking allowed.
 - Only the top button may be unbuttoned while working
 - The uniform shirt must fit appropriately. Not too tight and not too baggy.
- **Uniform hat** must be clean, in good repair and worn at all times, with bill forward or backward.
 - **The bill may not be worn sideways.**
- **Aprons** must be worn by all Team Members when making or prepping food, and cleaning or washing dishes. It must be bright red and cover the belly and chest area of the uniform shirt.
 - Aprons are not to be worn outside of the kitchen area at any time.
- **Pants** must be full length **blue jeans** approved by Toppers management. All pants must be free of any tears, holes, studs, chains, stains, and with only minimally frayed bottoms. Embroidery is only approved on the back pockets of pants and not in excess. Inseam for pants must hang no lower than 6 inches below the crotch.
 - Pants must be worn at the waist, not exposing underwear or skin. No sagging.
- **Shorts** must be tan khaki/cargo shorts approved by Toppers management. All shorts must be free of any tears, holes, studs, chains, stains, with only minimally frayed bottoms.
 - In-seams for Shorts must hang no lower than 6 inches below the crotch.
 - Tan capri pants are approved for women; however jean shorts and jean capris are not approved.
 - Women's and Men's shorts must be longer than mid thigh in length.
 - Embroidery is only approved on the back pockets of shorts and not in excess.
 - Shorts must be worn at the waist, not exposing underwear or skin. No sagging.
- **Shoes** must be closed-toe shoes (covering the entire foot) with good tread and good support.
- **Socks** must be solid black, white, or red socks when wearing shorts/capris and cannot come past mid-calf. Socks may be different colors when covered by pants.
- **Undershirt:** You may wear a t-shirt underneath the uniform shirt. It must be a black, white, grey, or red solid color shirt, with no visible printing. No colored collars and no cutoff collars. For Insiders, the undershirt must be short-sleeved, however, Drivers may wear short or long sleeves. Long sleeve undershirts worn by Drivers must have enough elasticity to be pushed up above the elbow and stay in place for when they handle food.
- **Jacket:** During inclement weather you will be provided a **uniform jacket**. If you desire, you may wear another jacket underneath that jacket. **Jackets are not to be worn under the Toppers uniform shirt.** Hooded sweatshirts may be worn under the uniform shirt under the following conditions:
 - No visible print showing
 - Must be a solid color of red, black, white, or grey
 - Hood must be the same color as the sleeves
 - Cannot be longer than the uniform shirt
 - Sleeves cannot be overly baggy
 - Sleeves must be able to be pulled above the elbow

**Any other cold weather gear must be approved by a Manager. In extreme cold weather Managers may adjust uniform policies to keep Drivers safe from harsh conditions.*

- **Caddy:** The caddy is part of the uniform for all Drivers and it must be worn except while doing dishes and prep work. It must be clean and in good repair.
- **Pins:** Official Toppers pins may be worn on the shirt collar/chest, and/or on any part of a Toppers hat. Team Members may wear as many different Toppers pins as they like. If multiple pins are worn, they must all be different – No duplicates.

The uniform should only be worn at work, coming to work or returning home from work. It should not be worn to bars or anywhere for after work “partying”.

JEWELRY:

For image, food safety & security reasons, permitted visible jewelry is limited to:

- 2 pair maximum of ear jewelry.
 - Earrings must be simple studs (No hoops, or dangling earrings)
 - If worn, gauges must solid and no larger than 1/2” in diameter.
 - Bars are allowed, but only one per ear.
- In addition to earrings, you are allowed up to 3 simple stud facial piercings that can be worn in any combination of eyebrow, nose and lip.
- An inexpensive watch/fitness tracker and a wedding ring are approved. (Watches/ fitness trackers cannot be worn by pizza makers for food safety reasons)
- No other visible jewelry/piercings are permitted.

HAIR:

Hair must be clean and groomed. Long hair (touching the collar or longer) must be restrained in a ponytail, pulled up fully into the hat, or restrained in a hairnet. Unnatural hair colors (Blue, Green, etc.) are acceptable. Mohawks and similar haircuts are acceptable, but must be completely contained within the uniform hat, i.e., not spiked.

FACIAL HAIR:

Team Members are permitted to maintain a beard or goatee up to 1/2” in length that is clean and neatly trimmed. This is not an excuse to randomly neglect shaving. Parts of the face not bearded must be clean-shaven.

- Team Members must appear neatly groomed and shaven at all times.
- Beards must have a defined line coming down no farther than the lower chin. No neck beards.
- Depending on local food codes, Team Members may be required to wear a beard net.
- Team Members may request an accommodation on beard length for religious/cultural reasons.

HYGIENE/ODOR:

All Team Members come into close contact with food, other Team Members, and Customers. Therefore, it is important that a Team Member follows basic hygiene practices.

- Hand washing must meet local public health standards.
- Fake nails or nail extensions are not approved.
- All Toppers Pizza Team Members are required to keep up with their own personal hygiene, including showering/bathing to prevent body odor.
- No excessive hand lotion, cologne or perfume.