



U.S. Retail Stores: Dress Code and Personal Appearance

Effective October 20, 2014

Note: The dress code may be slightly different for other brands and/or concepts, e.g., Starbucks Reserve Roastery and Tasting Room, Evolution Fresh retail, etc. Please check with Partner Resources or local store management as needed for full details.

Dress Code and Personal Appearance

A partner's appearance and personal hygiene are important not only to the partner but also to co-workers and customers.

Starbucks partners should present a clean, neat and professional appearance appropriate for a retailer of specialty gourmet products. Clothing must be clean, hemmed, wrinkle-free and in good repair. Athletic, fleece, leather, acrylic and tight stretch materials are not permitted. A partner who comes to work inappropriately dressed or with unacceptable appearance may not be permitted to start his or her shift.

Exceptions to the dress code may be made where required by law to accommodate sincerely held religious beliefs. Please contact the Partner Resources Support Center at (866) 504-7368 for more information about exceptions.

All partners are expected to follow these standards during the workday. Failure to adhere to the dress code may result in corrective action, including termination of employment.

Aprons

Upon hire, each partner will receive two or more aprons in good condition (free of holes, tears, stains, etc.). If the partner is working more than 20 hours per week, three aprons will be issued. If the partner is working fewer than 20 hours per week, two aprons will be issued.

A clean, wrinkle-free apron is required at the beginning of each shift. Each partner is responsible for laundering and maintaining his or her own aprons.

The apron must be worn at all times while working, but removed while on a rest or meal period, while in the restroom, or while removing or taking out the trash. The apron must be worn full length; it may not be folded in half and wrapped around one's waist.

Names on aprons are worn during each shift as specified by operational standards (refer to Retail Portal > Documents > Program Materials > Customer Service > Creating Inspired Moments - Names on Aprons Standard). No other modifications should be made to the apron itself unless specifically permitted by Retail Operations guidelines.

Upon separation from employment, the partner must return all aprons in good condition (other than normal wear and tear).

Shirts / Blouses

Plain black or white shirts with collars, polo-style shirts, turtlenecks or mock turtlenecks should be worn. Sweatshirts, hooded shirts, crew-neck or V-neck T-shirts are not acceptable, except for Starbucks® promotional T-shirts, which may only be worn during the promotion.

Shirts must be clean and wrinkle-free. Shirts may have a small manufacturer's logo, but must not have other colors, designs, logos, writings, or combination of black and white. Shirts may be short- or long-sleeved, but not sleeveless. Shirts may be worn tucked in or untucked. If worn untucked, the bottom must be long enough not to expose the partner's midsection while working, but generally not longer than the back pants pocket.

If a visible undershirt is worn, such as a turtleneck or T-shirt, it must be the same color as the outer shirt.

Pants / Shorts / Skirts

Pants, shorts and skirts must be solid black or khaki (tan). Shorts and skirts must not be shorter than four inches above the knees. Dark, solid-black denim is allowed. Athletic or stretch-style fabrics and leggings are not allowed.

Sweaters / Jackets

In cooler temperatures, a solid white or black cardigan sweater may be worn over the shirt. If working outdoors or at the Drive Thru window, a jacket or coat in a solid color may be worn (solid black or white preferred). Other than a small manufacturer's logo, outerwear must not have logos or writings.

Maternity Clothing

Pregnant partners must wear clothing consistent with the above, except that stretch materials and longer shirts are permitted, and a dress or shift in solid black may be worn.



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Neckties / Neck Scarves

A necktie or small neck scarf is optional. If worn, the tie or scarf must be in a solid color, simple pattern or print.

Headwear

Hats are permitted only if required by state or local laws, or if related to a promotion. The hat must display the Starbucks logo and must always be worn with the bill forward.

Footwear

Footwear should provide support, comfort and safety. Socks or hosiery are required and must be in dark or neutral colors. Shoes must be brown or black work-type shoes or boots or leather sport shoes with closed toes and closed, flat heels, providing as much coverage to the top of the foot as possible. Other sport or jogging shoes, open-toed shoes, sandals, clogs, cowboy boots and canvas shoes are not allowed.

While Starbucks does not require slip-resistant shoes, the company strongly encourages partners to wear them to reduce the risk of fall injuries. Recommended brands of slip-resistant shoes include: Skechers® Work, Keuka Cafe™, Kmart™ SafeTrax®, Dickies®, Lehigh® SlipGrips™, Payless SafeTStep®, Shoes for Crews® and Wal-Mart® TredSafe.

Hair

Hair must be clean, brushed and look professional. Hair must be kept back from the face and, if it is long, be tied back with plain clips or hair bands. A scarf in a solid dark or neutral color may be worn only as a hair band or to tie the hair back. Hair color should look natural; bright or unnatural colors (for example, purple, blue or green) are not allowed. Beards and mustaches must be neat and trimmed.

Fingernails

Nails should be clean, well-manicured and of short or moderate length. Nail polish or artificial nail coverings of any type are not permitted.

Jewelry / Body Piercings

Earrings must be small or moderately sized and should not be a distraction. No more than two earrings per ear may be worn. Small ear gauges are allowed. A small nose stud is allowed (no septum piercings or rings). No other pierced jewelry or body adornments are allowed, including tongue studs.

No jewelry is allowed on the hands or forearms, including watches, bracelets or wrist bands, except for one ring in the form of a plain band.

Any other jewelry, such as necklaces, must be simple in design, not be a health or safety hazard for other partners, and be worn under clothing. Medical alert necklaces are allowed.

Tattoos

Visible tattoos on the face or throat are not allowed. Other visible tattoos must not contain images or words that are obscene, profane, racist, sexual in nature or otherwise objectionable.

Disallowed tattoos must be covered with dress-code compliant clothing (i.e., long-sleeved shirts, pants, turtlenecks) or concealing makeup. Fabric tattoo sleeves and/or sports sleeves are not allowed. Due to hand washing requirements, there are no acceptable methods for covering inappropriate hand tattoos, including bandages, makeup or foodservice gloves.

Perfumes / Aftershaves

Perfume, cologne, shaving lotion or highly fragrant deodorants or powders may not be worn because the smell affects the taste and aroma of our coffee.

Personal Hygiene

Partners must follow all reasonable personal grooming standards, including regular bathing and use of deodorant.

Pins

Partners are not permitted to wear buttons or pins that advocate a political, religious or personal issue. The only buttons or pins permitted are those issued to the partner by Starbucks for special recognition or for advertising a Starbucks-sponsored event or promotion; and one reasonably sized and placed button or pin that identifies a particular labor organization or a partner's support for that organization, except if it interferes with safety or threatens to harm customer relations or otherwise unreasonably interferes with Starbucks public image.