



# Dress Code Guide

## Overview

Partners are the face of our brand, and our iconic green apron has always been a special part of what makes us unique. Clothing and accessories should reflect a style that bring coffeehouse vibes. It should also allow freedom of movement to ensure safety and be appropriate for food services. Consistent with Our Mission & Values, we expect everyone to treat others with respect and dignity, free of bias and discrimination. All dress code items must not contain designs, images or verbiage that:

- Are obscene, profane, racist, sexual in nature or otherwise objectionable
- Includes or advocates a political, religious or personal issue

## Dress Code Guidelines

All partners are expected to follow the dress code guidelines while on shift. Partners who come to work in violation of the dress code will not be permitted to start their shifts. Failure to adhere to the dress code may result in corrective action, including separation from employment. Partners should direct questions to the store manager, who will decide what meets the dress code.

Exceptions to the dress code may be made to accommodate sincerely held religious beliefs, a disability, pregnancy or as otherwise required by law. Partners should contact Partner Relations at (888) SBUX411 (728-9411) or via the Partner Service Portal to request an accommodation. For facial covering standards refer to the *Food Safety Manual*.



Starbucks Coffeegear™ has a variety of Starbucks approved dress code options available.

## Apron

## Name Tags

### YES

- Company Operated Starbucks-issued apron
- Clean and wrinkle free
- Always worn at full length
- Tied in back
- Replacements and inclusive sizes available upon request
- **Optional** – embroidered names in left corner. Partners should check with store manager for apron embroidery standards and guidelines.

### NO

- Wearing an apron while on a rest or meal period, using or cleaning the restroom or taking out the trash
- Soiled or dirty
- Folded in half
- Tied in front
- Clothing and/or accessories worn on top of the apron
- Patches
- Additional modifications or embroidery other than Starbucks-approved programs

### YES

- Starbucks-issued name tags are required to be worn, unless the partner has an apron with the partner's name embroidered on it
- Name tag must be written legibly and visibly worn on the partner's top left edge of the apron
- Name or commonly used nickname
- Pronouns can be added in parentheses after the name
- All colored chalk pens, legible and free of smudging
- Waterproof vinyl lettering or clear protective vinyl tape free of chips, cracks and peeling
- Random doodles

### NO

- Text, drawings or symbols that advocate obscene, profane, racist, sexual in nature, religious, political, personal issue or otherwise objectionable
- Stickers

**NOTE:** Each partner will receive two or more aprons in good condition upon hire (free of holes, tears, or stains). Partners are responsible for laundering and maintaining their own aprons, except where laundry services are provided. Upon separation, partners must return all aprons in good condition, aside from normal wear and tear.

## Headwear

## Tops

### YES

- Solid black, grey, navy, brown or tan
- Clean and free of snags and tears
- Starbucks-Logo issued hat or visor, plain baseball cap, backless cap, slap cap (satin-lined), beanie, plain visors, short-brimmed hat. All must be worn with the bill forward.
- Starbucks-issued promotional hats
- Securely fastened head covering or headband (example: scarf, turban, hijab, yarmulke/kippah, durag and headwrap)

### NO

- Patterns, prints, graphics, logos or typography
- Feathers or other loose adornments (example: rhinestones, glitter, buttons)
- Hoods and bandanas
- Loosely hanging parts that could impose a safety risk for food and beverage quality or personal safety

### YES

- Solid black tops – long or short sleeved, including layered shirts
- Any black Starbucks issued shirt, including those from Coffeegear
- Covers the front, back, mid-section, chest area, shoulders and armpits, including when arms are raised
- Clean and wrinkle free
- Solid black lightweight jackets and crew neck sweatshirts
- Small manufacturer's logo up to 2 inches in size

### NO

- Unauthorized Starbucks logo or branding
- Hooded tops or jackets
- Raw hems
- Tops that are see-through, revealing, ripped, torn, distressed or contains holes
- Gym or workout apparel
- Patterns, prints, graphics or typography
- Visible undergarments

**NOTE:** Optional unless required by state or local laws, where required Starbucks will provide a hat or alternative for those for whom a hat is not feasible

**NOTE:** Partner will validate their own logo size

## Bottoms

## Footwear

### YES

- Black or any shade of tan khaki bottoms
- Black or any shade blue denim
- Clean and wrinkle-free
- Pants, jeggings, shorts, skorts and skirts, no more than 4" above the knee
- Solid black overalls and jumpsuits
- Solid black dresses no more than 4" above the knee
- Black leggings and tights only worn under shorts, skorts, skirts or dresses
- Pants made of stretch material (example maternity clothing) are permitted only with an approved accommodation

### NO

- Clothing that is see-through, revealing, ripped, torn, distressed or contains holes
- Raw hems
- Clothing that drags on the floor
- Gym or workout apparel (including but not limited to sweat pants, joggers and yoga pants)
- Patterns, prints, graphics or typography
- Visible undergarments

### YES

- Shoes or boots must be black, grey, navy blue, brown, tan or white and can have a small amount of accent color
- Covers all parts of the top of the foot with a closed heel and toe
- Slip-resistant shoes are strongly encouraged to reduce the risk of falls or injuries
- Waterproof or water resistance material required
- Socks or hosiery are required in colors and subdued patterns that complement the outfit and are not a distraction
- Flats

### NO

- Shoes or boots that expose toes, heels or any part of the top and sides of the feet
- Elevated heels (example: wedges, pumps and stilettos)

**NOTE:** Partner will validate their own short, skort, skirt and dress length

## Hair & Face

## Pins

### YES

- All hairstyles and hair textures
- Hair must be effectively restrained and away from the face to maintain food safety requirements
- Beards and mustaches neatly trimmed to maintain food safety requirements
- All colors of permanent or semi-permanent hair coloring
- Natural colored artificial eyelashes fully secured without risk of falling into food and beverages

### NO

- Hair spray used as the only hair restraint
- Color sprays, glitter, chalks or other temporary color products
- Artificial theatrical eyelashes, or eyelashes with glitter, rhinestones or gems
- Theatrical makeup
- Adornments on hair that may fall into food or beverages

### YES

- Starbucks-issued pins or buttons measuring up to 1.75 x 1.75 inches in size, including pronouns, recognition or Partner Networks (if allowed by local jurisdictions)
- Securely fastened to the hat or in upper right corner of the apron
- One pin supporting a labor organization measuring up to 1.75 x 1.75 inches in size

### NO

- Placement over any Starbucks logos
- Buttons, pins or ribbons that advocate obscene, profane, racist, sexual in nature, religious, political, personal issue or otherwise objectionable

**NOTE:** Check with the store manager for specific jurisdictional requirements that may apply for beard length and acceptable methods of restraint

**NOTE:** Partner will validate their own pin size

## Jewelry & Piercings

## Accessories

### YES

- One small facial piercing no larger than a dime
- One ring allowed on hand, without stones or etchings, to maintain food safety requirements
- Earrings or ear gauges no larger than a quarter
- Necklaces including medical alert necklaces, worn under clothing

### NO

- Facial gauges
- Jewelry on hands or arms, including watches, bracelets and wristbands
- Watches or other jewelry attached to aprons or other garments
- Body adornments, including tongue piercings and subdermal implants
- Makeup adornments such as glitter, rhinestones, tooth gems, or gems glued to face, hands, wrists or other exposed skin
- Any retainers in place of unallowed facial piercings
- Jewelry that could fall into food or beverage posing a health and safety hazard
- Choker necklaces

### YES

- Bowties, necktie or a neck scarf
- Solid colored – black, grey, navy, brown, or tan

### NO

- Accessories that cover the Starbucks logo on the apron, name tag, or interfere with the ability to perform job duties
- Adornments on any dress code item that may fall into food or beverages

**NOTE:** Partner will validate their own jewelry and piercing size

## Tattoos

## Personal Hygiene

### YES

- Tattoos and henna stain with no paste present allowed everywhere but the face
- Dress code compliant clothing (i.e., long-sleeved shirts, pants, turtlenecks) or concealing makeup to cover prohibited tattoos

### NO

- Images or words that are obscene, profane, racist, sexual in nature or otherwise objectionable
- Gloves, bandages or makeup on hands with the intent to cover prohibited tattoos
- Temporary tattoos on face, hands or wrists

### YES

- Fingernails that are free of visible dirt and debris
- Fingernails that are trimmed, filed and maintained short in length
- Reasonable personal grooming standards, including regular bathing and use of deodorant

### NO

- Nail polish, artificial nail coverings or adornments of any type
- Gloves to cover nail polish, artificial nail coverings or adornments
- Fingernails with rough edges
- Perfume or highly fragranced grooming products

**NOTE:** A person's face is defined as the forehead to chin, and ear to ear

## Holidays & Special Events

### YES

- Must comply with all aspects of Health and Safety requirements along with all Dress Code guidelines, including headwear, tops and bottoms
- Seasonal or Promotional Starbucks-provided aprons, shirts and hats may only be worn during designated Special Events and/or communicated promotional time periods
- Costumes worn only on Halloween (10/31)
  - Business appropriate and not offensive, e.g., no weapons, must not advocate political or religious beliefs, or be sexual in nature
  - Aprons must always be worn on top of costumes

### NO

- Costume masks or face painting makeup that covers the full face
- Costumes on Halloween (10/31) that represent caricatures of political, cultural, racial, ethnic nationalities or groups.
- Temporary tattoos on the face, hands or wrists

**NOTE:** Certified stores or stores undergoing unionizing may have unique terms and conditions of employment related to dress code. Partners should seek guidance from their leader if they require clarification.