

# Dress Code GUIDE

## OVERVIEW

Partners are the face of our brand, and have always been a special part of what makes us unique. Clothing and accessories should reflect a style that brings the coffeehouse vibes. It should always 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
- Are or advocate a political, religious or personal issue

## DRESS CODE EXPECTATIONS

All partners are expected to follow the dress code guidelines while on shift. Partners who come to work in violation of 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 operations 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.

### APRON

#### YES

- Starbucks Reserve issued apron
- Clean and wrinkle free
- Always worn at full length
- Tied in back
- Replacements available upon request

#### 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

### NAME TAGS

#### YES

- Starbucks-issued name tags are required to be worn
- Name tag must be written legibly and visibly worn on the partner's top left edge of the apron
- Name or commonly used nickname
- Home city required below partner's name
- Pronouns can be added in parentheses after the name
- All colored chalk pens legibly 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

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.

### TOPS

#### YES

- Solid black tops – long or short sleeved, including layered shirts
- Any black Starbucks issued shirt, including those from Coffeegear
- Black Starbucks Reserve merchandise tops
- Covers the front, back, mid-section, chest area, shoulders and armpits, including when arms are raised
- Clean and wrinkle-free
- Solid black jackets and crew neck sweatshirts
- Small manufacturer's logo up to 2" 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 work out apparel
- Patterns, prints, graphics or typography
- Visible undergarments

### BOTTOMS

#### YES

- Black bottoms
- Black or dark 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 (e.g., 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 work out apparel (including but not limited to sweat pants, joggers and yoga pants)
- Patterns, prints, graphics or typography
- Visible undergarments

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

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

### FOOTWEAR

#### YES

- Shoes or boots must be black, gray, navy blue, brown or tan 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
- Leather, faux leather, suede, rubber or similar water proof material required
- Flats
- Socks or hosiery are required in colors and subdued patterns that complement the outfit and are not a distraction

#### NO

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

#### YES

- Bow ties, necktie or a neck scarf
- Solid colored – black, gray, 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

### PERSONAL HYGIENE

#### YES

- Fingernails that are free of visible dirt and debris
- Fingernails that are trimmed, filed and maintained short 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

### PINS

#### 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 a political, religious or personal issue

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

### HAIR & FACE

#### YES

- All hairstyles and hair textures
- Hair must be effectively restrained 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

### HEADWEAR

#### YES

- Solid black, gray, navy, brown or tan
- Clean and free of snags and tears
- Starbucks-logo roaster cap, Starbucks Reserve merchandise headwear, slap cap (satin-lined), beanie or short brimmed hat (all must be worn with the bill forward)
- Starbucks-issued promotional hats
- Securely fastened head covering or headband (ex: scarf, turban, hijab, yarmulke/kippah, durag and headwrap)

#### NO

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

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

**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

### JEWELRY & PIERCINGS

#### 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 studs and subdermal implants
- Makeup adornments such as glitter, rhinestones, tooth gems, or gems glued to face, hands, wrists or other exposed skin
- Clear plastic retainers in place of unallowed facial piercings
- Jewelry that could fall into food or beverage posing a health and safety hazard
- Choker necklaces

#### 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, hand or wrists

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

**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 expectations, including headwear, tops and bottoms
- Seasonal or Promotional Starbucks provided aprons, shirts, and hats may only be worn during designated promotional time periods
- Leader designated attire during events
- Costumes worn only on Halloween (10/31)
  - Business appropriate
  - Aprons must always be worn on top of costumes

#### NO

- Costume masks or face painting that covers the full face
- Costumes on Halloween (10/31) that represent caricatures of cultural, racial, ethnic nationalities or groups
- Halloween costumes that are offensive, include weapons, advocate political or religious beliefs or are sexual in nature
- 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



# APPROVED STARBUCKS SHIRTS

## STARBUCKS BRAND SHIRTS

FRONT



BACK



## STARBUCKS RESERVE® SHIRTS

The following are Starbucks Reserve approved shirts:

- Black Starbucks Reserve merchandise shirts
- Black Greenwich Reserve 7<sup>th</sup> AVE x W 11<sup>th</sup> ST shirt
- Black Starbucks X Partners Shirt

**Notes:**

Any Starbucks shirt not pictured below must be a solid black top and meet the guidelines in the TOPS section of the *Starbucks Reserve Dress Code Guide*.

Ask your operations manager if you have additional questions about approved black merchandise shirts.

FRONT



BACKS



## PARTNER NETWORK SHIRTS

FRONT



BACKS

