

PERSONAL APPEARANCE AND UNIFORM POLICY

PERSONAL APPEARANCE

To comply with industry expectations, students shall maintain a very high standard of personal appearance and shall adhere to the uniform regulations as detailed below.

In addition to wearing the specified uniforms, students shall comply with the following personal presentation standards:

Females

Hair: If long, tied or pinned up away from face and conservatively styled. (No multi-coloured or unnaturally coloured hair)

Hands: Clean, manicured nails and hands. Clear nail polish only.

Face: Discreet make-up.

Uniform: Neatly pressed. Clean and well presented.

Jewelry: Wedding and/or engagement rings only. Small earrings only (diameter no greater than 1cm)

Scents : Avoid heavy perfumes or deodorants, light fragrance only.

Males

Hair : Neatly combed and conservatively styled. (No multi-coloured or unnaturally coloured hair)

Hands : Clean, well manicured nails. Clean hands.

Face : Clean-shaven or well-trimmed beard/moustache. Formal request to Education Manager to stop shaving required during any academic semester

Uniform : Neatly pressed. Clean and well presented.

Jewelry : Wedding and/or engagement rings only.

Earrings : Male students shall not wear earrings whilst in uniform or during College functions.

Scents : Avoid highly perfumed after- shave lotions or deodorants.

UNIFORMS

All students shall wear appropriate uniforms as issued by ICHM and as specified below, and in the prescribed manner, at all times whilst on campus or attending off-campus College activities. Generally, this applies, at a minimum, to the hours of 8:00am to 6:00pm, Monday to Friday when College is in session. Lecturers may exclude students from class activities if an inappropriate or incomplete uniform is worn, the hairstyle is inappropriate or, in the case of males, if unshaven.

The full Management uniform must be worn when in public and/or while conducting interviews or research in connection with study at ICHM. Partial uniforms (shirt or jumper only, for instance) may not be worn under any circumstances.

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Management Uniform

<i>Male</i>	<i>Female</i>
Charcoal blazer Charcoal trousers Blue shirts (<u>tucked in at all times</u>) Long sleeved corporate jumper Name badge Black socks (no “anklets”) Black shoes Corporate tie Belt ICHM lanyard (blue) ***	Charcoal jacket Charcoal skirt/pants* Blue blouses** Long sleeved corporate jumper Name badge Navy or beige pantyhose Black court shoes (no open or pointy toes or high heels) Black or navy blue “scrunchie”, head band or hair clip (optional) ICHM lanyard (blue) ***

Food and Beverage Uniform (also used for Housekeeping practical classes)

<i>Male</i>	<i>Female</i>
Charcoal trousers and black belt Black waiter’s jacket Black socks (no “anklets”) Black shoes Name badge Waiter’s friend (corkscrew)	Charcoal skirt/pants* Black waiter’s jacket Neutral, black or beige pantyhose Black court shoes (no open or pointy toes or high heels) Black socks (with slacks, no “anklets”) Name badge Waiter’s friend (corkscrew) Black or navy blue “scrunchie”, head band or hair clip (optional)

Cookery Uniform

<i>All Students</i>
ICHM Chef’s jacket and white buttons Black and white checkered trousers Dark, navy blue neckerchief White knee length apron Black, fully enclosed, non slip protective shoes with heels under 3 cm (No training or running shoes) Black full length socks ICHM name badge Hairnet and traditional white Chefs hat (permitted religious head covering must also be white)

* *Alternations to shorten skirts are not permitted unless arranged through ICHM Administration*

** *Blouses to be worn tucked in at all times, with one (only) button undone and with the collar worn outside the jacket or jumper.*

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*** *ICHM Lanyards (Blue) are not an official part of the ICHM uniform but may be worn discretely, if desired, to hold securely only an ID card and/or a limited number of keys .*

Adjustments to uniform may be made at the discretion of individual Lecturers due to physical/practical aspects of class activity and by the Vice Principal due to climatic changes.

Students shall be responsible for the care and maintenance of uniforms on a day-to-day basis. Students shall ensure that shoes are highly polished and pantyhose/socks are free of holes.

Students may wish, following a class in Kitchen Operations, to retain food items they have prepared. To comply with strict hygiene regulations students must provide their own food grade containers that are re-sealable, hygienic and washable and clearly labeled with the student's name and group number. All food will be checked before it is permitted to leave the Kitchen. Food removed must be stored correctly.