



— Est. 1992 —

**International College of Hotel Management**

ADELAIDE – AUSTRALIA



## **Personal Appearance and Uniform Policy and Procedure**

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### Modification history

<b>Date</b>	<b>Modification</b>	<b>Person/s responsible</b>
8/01/2012	Modification of existing policy	Dr Ian Whyte
27/6/2012	Addition re-covering garment over shirt/blouse & tie following uniform committee discussion	Dr Ian Whyte
6/11/2012	Addition of the Changes to the Policy section	Dr Ian Whyte & Gerald Lipman
16/11/2012	Changes to policy re-covering garment to include other years. 4 <sup>th</sup> year now to wear ICHM uniform not just business attire.	Dr Ian Whyte & Gerald Lipman
28/11/12	Addition re ribbon	Dr Ian Whyte & Gerald Lipman
9/7/2013	Addition re ICHM name badge	Dr Ian Whyte & Gerald Lipman
18/8/2014	Addition re: Cookery Uniform	Dr Ian Whyte
27/1/2016	Introduction of new uniform and combination possibility	Dr Ian Whyte
11/11/17	Changes to some personal appearance features.	Dr Ian Whyte & Gerald Lipman
30/7/2018	Addition of dress code for post graduate students, study abroad students and other amendments to align with current industry standards	Dr George Brown & Gerald Lipman

### **Definitions**

## Preamble

In preparation for their career in industry ICHM students will dress and present themselves in uniforms appropriate to operations and management positions in the international hotel industry.

## Policy

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.

When delivering to ICHM classes, academic staff shall also maintain a very high standard of personal appearance appropriate to management positions (or chefs uniform when appropriate) within international standard hotels, for example business suit or jacket and trousers with shirt and tie for males.

## Procedure

### Personal appearance when in uniform

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

#### Females

<b>Hair:</b>	Must be kept neat and clean at all times. No multi-coloured or unnaturally coloured hair. <ul style="list-style-type: none"><li>• If above shoulder – hair should not fall forward over face</li><li>• If longer than shoulder – hair should not fall forward over face. Hair should be professionally groomed and in accordance with accepted industry standards. Note that in practical classes on campus your lecturer will advise of the required standards in order to comply with WHS requirements</li><li>• Head band and hair ties must be of similar shade to hair colour.</li><li>• Ribbon can be either black or white, no longer than 50 cm and max 2 cm wide.</li></ul>
<b>Hands:</b>	Clean hands and manicured nails. Clear or nude nail polish only.
<b>Face:</b>	Discreet make-up.
<b>Uniform:</b>	Neatly pressed, clean and well presented.
<b>Jewelry:</b>	One conservative ring per hand or wedding ring set. One conservative necklace. Only medical or religious bracelets. One corporate style watch.
<b>Earrings:</b>	Small stud/sleeper earrings only (diameter no greater than 1cm)
<b>Scents:</b>	Avoid heavy perfumes or deodorants, light fragrance only.

#### Males

<b>Hair:</b>	Must be kept neat and clean at all times. No multi-coloured or unnaturally coloured hair. <ul style="list-style-type: none"><li>• If above shoulder – hair should not fall forward over face</li><li>• If longer than shoulder – hair should not fall forward over face. Hair should be professionally groomed and in accordance with accepted industry standards. Note that in practical classes on campus your lecturer will advise of the required standards in order to comply with WHS requirements</li><li>• Head band and hair ties must be of similar shade to hair colour.</li></ul>
<b>Hands:</b>	Clean hands and manicured nails.
<b>Face:</b>	Clean-shaven or well-trimmed beard/moustache.
<b>Uniform:</b>	Neatly pressed, clean and well presented.
<b>Jewelry:</b>	One conservative ring per hand or wedding ring set. Only medical or religious bracelets. One corporate style watch.
<b>Earrings:</b>	Male students shall not wear earrings whilst in uniform, unless for religious reasons.
<b>Scents:</b>	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 will exclude students from class activities if an inappropriate or incomplete uniform is worn, and/or their personal presentation does not meet ICHM requirements. All staff have the responsibility to ensure the correct uniform and personal presentation standards are maintained. Staff will not meet with students who are not in correct uniform.

There may be occasions where the student has been given dispensation to not wear the uniform or components of the uniform. All staff will be advised by Administration of these students and related time periods.

The full Management uniform must be worn at all times expect for those classes where the Food and Beverage, Housekeeping, or Cooking rules apply.

Students cannot combine old and new uniform components unless permitted by the Principal.

Adjustments to uniform during a class may be made at the discretion of individual lecturers due to physical/practical aspects of class activity and/or by the Director Academic due to climatic conditions.

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.

## Undergraduate Management Uniform

<b>Male</b>	<b>Female</b>
ICHM issue Charcoal jacket ICHM issue Charcoal trousers ICHM issue Charcoal vest ICHM issue Blue and white striped shirts ICHM issue Long sleeved corporate jumper ICHM issue name badge Black socks (no "anklets") Black shoes ICHM issue Corporate tie ICHM issue Belt	ICHM issue Charcoal jacket ICHM issue Charcoal skirt/trousers* ICHM issue Charcoal Vest** ICHM issue Blue and white striped shirts (blue stripe), collar out ICHM issue Long sleeved corporate jumper ICHM issue name badge Neutral, black or beige sheer hosiery Black court shoes (no open or pointy toes or high heels) Black socks (optional with trousers, no "anklets") Black or White ribbon, hair tie or head band (similar to hair colour) or hair clip (optional) Belt if skirt/pants have belt loops
Note that students are responsible for purchasing their own hair accessories.	*Alterations to shorten skirts are not permitted unless arranged through ICHM Administration  ** Female Charcoal Vest can be work as an over garment, but not to be worn under the Charcoal Jacket or over the Corporate Jumper.  Note that students are responsible for purchasing their own hair accessories.

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

<b>Male</b>	<b>Female</b>
<p>                     ICHM issue Charcoal trousers                      ICHM issue Charcoal vest                      ICHM issue White striped shirt (blue stripe)                      Black socks (no "anklets")                      Black shoes                      ICHM issue name badge                      ICHM issue Waiter's friend (corkscrew)                      ICHM issue Corporate tie (current)                      ICHM issue Belt                 </p> <p>Note that students are responsible for purchasing their own hair accessories.</p>	<p>                     ICHM issue Charcoal skirt/trousers*                      ICHM issue Charcoal vest**                      ICHM issue Blue and white striped shirt (blue stripe), collar out                      Neutral, black or beige sheer hosiery                      Black court shoes (no open or pointy toes or high heels)                      Black socks (optional with trousers, no "anklets")                      ICHM issue name badge                      ICHM issue Belt if skirt/trousers have belt loops                      ICHM issue Waiter's friend (corkscrew)                 </p> <p>* <i>Alterations to shorten skirts are not permitted unless arranged through ICHM Administration</i></p> <p>** <i>Female Charcoal Vest can be work as an over garment, but not to be worn under the Charcoal Jacket or over the Corporate Jumper</i></p> <p>Note that students are responsible for purchasing their own hair accessories.</p>

## Undergraduate Cookery Uniform

<b>All Students</b>	<b>PLEASE NOTE</b>
<p>                     ICHM issue White Chef's jacket and white buttons                      ICHM issue Black and white checkered chef's trousers                      ICHM issue Dark, navy blue neckerchief                      ICHM issue White knee length apron                      Black, fully enclosed leather, non-slip protective shoes with heels under 3 cm (No training or running shoes)                      Black full length socks                      ICHM issue name badge worn on left hand side of jacket below ICHM logo on jacket                      Hairnet and ICHM traditional white Chefs toque (permitted religious headwear must also be white)                 </p>	<p>Fingernails must be clean, short, trimmed and free of coloured nail polish. Hair must be entirely covered as much as practical in a hair net. The wearing of external jewellery is NOT permitted, with the exception of wedding rings.</p> <p>Note that students are responsible for purchasing their own hair accessories.</p> <p><b>A failure to wear any of the attire can result in you being asked to leave the kitchen.</b></p>

## **Kitchen Hygiene Policy and Procedures**

Students must:

1. Wash their hands with soap and warm running water in the hand washing facilities provided and dry them thoroughly whenever there is any risk that they might contaminate food.
2. Report any personal health issues, which are likely to cause a hygiene risk, to the lecturer or lecturer's assistant. This includes skin lesions or discharges from their ears, nose or eyes, Hepatitis A and illnesses caused by Giardia, salmonella and campylobacter. Students must also tell the lecturer or lecturer's assistant if they are suffering from diarrhoea, vomiting, a sore throat with fever or jaundice unless they know their symptoms do not relate to a food-borne illness. Students must do everything they can to make sure they do not contaminate food. Do not participate in food handling activities where there is a risk of food contamination as a result of a health issue.
3. Maintain a clean ICHM chef's uniform and only use organisation-approved bandages and dressings to prevent contamination to food. Ensure that no clothing or other items worn contaminate food.
4. Avoid any practice that could cause food contamination. For example, the student must avoid cross contamination and must prevent unnecessary direct contact with ready to eat food. The students must not eat near or over unprotected food and they must clean and/or sanitise chopping boards, knives and utensils after each use. Students must not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting or smoking.
5. Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross-contamination of other items in the workplace occurs. Report all hygiene hazards or whether you have contaminated food, to the lecturer or lecturer's assistant.
6. Store all food products correctly, as stated in the ICHM Learners Guide. Food must not be stored in the danger-zone (5° C and 60°) for more than 2 hours.
7. Clean and sanitise all contact surfaces to keep microorganisms at safe levels.
8. Ensure all kitchen fittings, work benches and equipment are clean and in good working order.
9. Ensure all food items are cooked or processed as stated in the recipes and demonstrated by the lecturer to make them safe.
10. Students may wish, following a culinary class, 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

## **Study Abroad Management Uniform**

Study Abroad students are expected to comply with the same personal presentation standards as undergraduate students. Students are permitted to wear the uniform issued from their home institution.

## Postgraduate Management Uniform

Postgraduate students are expected to comply with the same personal presentation standards as undergraduate students. All students must wear a dark business suit with coordinating accessories, appropriate to contemporary management positions in the international hotel industry.

<b><i>Male</i></b>	<b><i>Female</i></b>
Charcoal/ Navy/ Black jacket Charcoal/ Navy/ Black trousers Long sleeved corporate jumper Long sleeved shirt Coordinated neck tie Dark socks (no anklets) to match the suit Dark shoes to match the suit ICHM issue name badge  If a vest of jumper is worn it must complement the business suit	Charcoal/ Navy/ Black jacket Charcoal/ Navy/ Black skirt/trousers Shirt or blouse Neutral, dark or beige sheer hosiery to match the suit Dark shoes to match the suit (no open toes) Dark, hair tie or head band (similar to hair colour) or hair clip (optional) ICHM issue name badge  If a vest of jumper is worn it must complement the business suit

## Changes to the Policy

The Chief Executive and Principal must approve any change to this Personal Appearance and Uniform Policy and Procedure.