



## **Grooming Policy (For Hospitality Qualification)**

LCCI GQ's SQA accredited Hospitality Management Qualification is recognised across Nepal for quality education. Every faculty's and student's, who are directly related to LCCI GQ's SQA Hospitality qualification should create a professional image at work. Therefore, appearance and grooming standards have been developed so that faculties and candidates know how to present themselves to meet the expectations of LCCI GQ's SQA accredited Hospitality Qualifications. So it is mandatory for faculties as well as candidates to maintain a high level of grooming and hygiene standards. Below are some common points and guidelines to be followed regularly.

### **PERSONAL HYGIENE**

- Daily baths, showers, shaving and the use of deodorant are essential
- Teeth should always be clean and fresh breath is imperative
- Lotions, perfumes and aftershaves should be worn in moderation

### **HAIR**

- Natural and conservative hair colour required
- Coloured hair must appear natural and be well maintained
- Must be clean and neatly styled, allowing for eye contact at all times. Extreme styles such as asymmetrical, bi-level and hair ornamentation are unacceptable
- Head partially shaven, logos, geometric patterns or designs in the hair are not permitted
- Must not exceed a height of more than two inches above one's head (Men)
- If hair is tied back, accessories must be suited to a professional environment and coordinate with the styled and colour of the uniform or business attire
- Wigs may be worn if the above conditions are met
- Facial hair be of a conversation style and in keeping with a professional image and must be neatly trimmed or clean shaven

### **JEWELLERY**

- Jewelry must be worn minimally and be stylish, but not detracting from the uniform
- Ear stud is permitted to be worn that are moderate in size
- Ankle bracelets, visible body piercing and gauges (e.g.- tongue, nose, eyebrow, etc.) are not permitted



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- Jewellery will not be allowed where it might cause a safety hazard

### **ACCESSORIES**

- Items such as belts with designs, hats (that are not part of the uniform), headbands and bandanas are not permitted
- Hats must be worn if they are required for health and safety reasons or if they are part of prescribed uniform
- A maximum number of two pins may be worn with uniform
- Combs, wallets or other large object should not be visible or carried in pockets

### **TATTOOS**

- Visible tattoos must be discreet
- LCCI GQ or RTC reserves the right to ask for tattoos to be covered up during class or practical time
- Facial tattoos are not permitted

### **COSMETICS**



- Perfumes or cologne must be worn in moderation
- Make-up that promotes a professional, well-groomed image, applied conservatively and complement normal skin tones
- Hands and nails must be clean at all times
- Nails should be neatly trimmed and should not extend more than 1/4 inch beyond the end of the finger
- Nail Polish of complimentary colour may be worn if well-manicured and maintained and is in compliance with health and safety standards

#### **BUSINESS ATTIRE-MEN**

- Professional business attire consisting of suit, shirt and tie is required for all men in management positions
- Neckties or normal ties are required for students

#### **BUSINESS ATTIRE-WOMEN**

- Professional business attire consisting of suits(shirt or pants),Blazer, Blouses, skirts,



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business dresses and dress pants are acceptable

- Hosiery must be in good repair of neutral colour and coordinate with the uniform or business attire
- If not wearing hosiery, legs must be clean shaven and presentable

## **SHOES**

- Shoes must be leather or leather-like dress shoes with slip resistant soles, clean and in good repair at all times
- Open-toed shoes, sling-backs and fashion boots may be worn when appropriate to the season and environment
- Shoes provided as part of Uniform must be worn
- Socks which are not colour coordinated are not permitted
- Heels must not exceed 3 inches
- Mules, slip-ons or sandals are not permitted
- Management staffs, faculties and students will wear uniforms that are clean, neatly pressed and in good repair
- Uniforms are to be worn when not on duty or in class