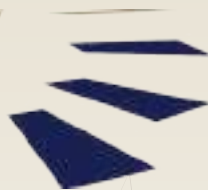


THE EMIRATES ACADEMY
OF HOSPITALITY MANAGEMENT



THE EMIRATES
ACADEMY GROOMING
guide

introduction



At Emirates Academy of Hospitality Management, we prepare leaders for the future of hospitality. As future leaders, your appearance, attitude, and behavior will play a key role and it is our responsibility to shape you to be a success.

As future managers, you are given the opportunity to experience a dress code that complies with the industry requirements, while still being able to express your personal identity.

Learning is also a social and experiential process at EAHM, where learning goals are defined in and outside of the classroom. The Guide for Professional Appearance is an extracurricular learning activity that enables a tangible demonstration and practice of life skills

THREE PILLARS OF EAHM PROFESSIONAL APPEARANCE

- 01 The First impression is the best impression; the impact of the first impression is important.
- 02 Adapt my appearance, attitude, and behavior to the person(s) I am interacting with.
- 03 My behavior, attitude, and appearance fit with the activity, the environment, and the events.

We are committed to welcoming diversity. Our guidelines have been written specifically to be inclusive of gender, cultural, and religious diversities. The context for this document is an evolutive process and it will be subject to review periodically to ensure continued alignment with our values and environment.



“ We know that your **Generosity, Diversity, Flair & Uncompromising Spirit** will bring this to life. In this instance through your grooming.

your everyday appearance

You are expected to comply with the EAHM professional appearance guidelines during the working days, throughout the year within the academy, and while outside academic practical activities (events, visits to the hotels,) from Monday to Friday from 08.00 am to 06.00 pm. You should always follow the professional appearance guidelines when entering to the academy.

In the following pages, we've outlined to what extent specific clothing items and accessories are considered aligned with EAHM & Jumeirah Values. Those particularities might differ depending on the context (regular weekdays, business casual days) or the temperature. Items that are considered "aligned with Values" can be combined freely. In case of doubt, the Students Experience team leader or Human Resources Executive will provide guidance and confirmation.



Exceptional grooming starts with preparation. Do you have all the items necessary? Have these items been washed and pressed, and are they in immaculate condition?

Follow The Below Checklist While Getting Ready.

- ✓ Is your hair neat and styled?
- ✓ Is your make-up immaculate?
- ✓ Is your business attire clean and well pressed?
- ✓ Are your nails well maintained?
- ✓ Is the bag you use to travel to and from work closed and not overfilled?
- ✓ Are your shoes in good condition and polished?

daily business attire



HOW TO LOOK

- ✓ Clean pressed, and professional 2 – 3-piece Suit with a Tie. Discreet Shirts, Jackets, blouses with skirts/ trousers, and dresses can be worn (Appropriate and complete business attire is required).
- ✓ UAE nationals should wear white, clean, ironed, and neat Kandura Ghutra and Egal. The Ghutra should befit appropriately, not too long or too short
- ✓ Abaya & Sheila always be ironed, clean and neat closed, not fitted, wear conservative business clothes underneath the Abaya Sheila's should always be ironed, clean, neat plain without any design.

HOW NOT TO LOOK

- ✗ Fabrics such as leather, jeans, suede, chiffon, corduroy, and any type of loungewear.
- ✗ Coats and winter jackets and caps or hats Offensive invasive messages on clothing and casual prints
- ✗ Sports clothes, Leggings, Skinners, and Casual attire

hair style

Your hair must always appear clean, and neatly styled, Fringes and bangs should not conceal eyebrows, and loose strands of hair that may fall into the face are not allowed.

Unnatural colors such as pink, blue, silver, and green are not permitted.

facial hair

A beard, mustache, or goatee must be maintained appropriately and professionally. It must be clean, neatly trimmed, and kept appropriate to the work environment

Length of hair for beard, mustache, or goatee should not be longer than one-quarter of an inch



jewelry

accessories and makeup

Jewelry brings a personal touch to your style, completes your outfit, and emphasizes your personality. earrings, necklaces, bracelets, and rings can be worn however, they must remain discreet. ear, nose & face piercings are not allowed.

Wristwatches are the symbols of accountability and confidence, wearing a proper conventional design in gold, silver, and metallic will enhance your appearance.

Appropriate and discreet makeup is allowed, Avoid excessive makeup and bright lipsticks.

Belts should be black or brown, with an appropriate buckle that matches the business attire.

No visible tattoos.





footwear

Clean, Polished black or brown shoes are acceptable, wear proper matching socks and always clean and keep them free of odor.

Sports shoes, Casual Shoes, and any other designs of shoes are not allowed.

Emiratis can wear appropriate footwear matching the Kandura and Abaya.

business casuals

To prepare you for your professional future, we consider it is important to be exposed as well to the basic principles of a business casual dress code. Note that "business casual" does not mean dressing as though you are already on time off - "business casual" is not synonymous with "casual". And specific norms exist to define what is acceptable within a business casual professional environment.

Throughout the academic year, Fridays will be Business Casual days except if there are any meetings or events which require Business attire.

In the Summer months, (will be communicated) ties and Jackets are optional however the business attire from (Monday to Thursday) and the business casual (Friday) should be maintained.





HOW TO LOOK

- ✓ Slacks, khaki pants, chinos, knee-length skirts, Blouses, Button-down shirts, and polos with appropriate jackets are permissible.
- ✓ loafer, derby, brogue, or oxford leather shoes are ideal, A tan, brown, or oxblood pair of leather shoes will blend easily with your business casual.

HOW NOT TO LOOK

- ✗ T-shirts, Shorts, Jeans, and extravagant clothes in their shape, size, or colors such as miniskirts, shorts, and loungewear.
- ✗ No sneakers or any other sports shoes.

“Grooming is the secret to real elegance, The best clothes, the most wonderful jewels, and the most glamorous beauty doesn't count without good grooming - Christian Dior”



Good Health is the real wealth Do eat healthy food (balanced meals) and drink lots of water Adequate resting and sleeping are equally important as healthy eating, drinking enough water and exercising.