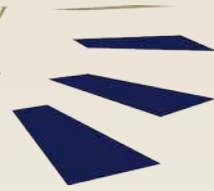


THE EMIRATES ACADEMY  
OF HOSPITALITY MANAGEMENT



# Grooming Guide

# introduction



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

As students, 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 goals are defined in and outside of the classroom. The Grooming Guide 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 I adapt my appearance, attitude, and behavior to the people I am interacting with.
- 03 My behavior, attitude, and appearance fit with the activity, the environment and events.

We are committed to welcoming diversity. Our guidelines have been written specifically to be inclusive of gender, cultural, and religious diversities. This document will be reviewed periodically to ensure continued alignment with our values and environment.



Through your grooming you can express your **Generosity, Diversity, Flair & Uncompromising Spirit.**

# your everyday appearance

You are expected to comply with the EAHM Grooming Guide whilst you are with us, this includes class time Monday to Friday 8:00am - 6:00pm and when representing the academy at work, events on or off campus.

In the following pages, we've outlined our expectations. These 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. 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 do they look great?

## Here is the Checklist.

- ✓ Is your hair neat and styled?
- ✓ Is your make-up subtle?
- ✓ Is your business attire clean and well pressed?
- ✓ Are your nails neat and tidy?
- ✓ Are your shoes in good condition and polished?



# daily business attire



## WHAT TO WEAR

- ✓ Clean pressed, and professional 2 or 3-piece suit with a tie.  
Shirts, jackets, blouses with skirts/ trousers, and dresses can be worn (appropriate and complete business attire is required).
- ✓ GCC citizens  
Men should wear white, clean, ironed, and neat Kandura Ghutra and Egal.
- ✓ Ladies should wear a plain Abaya & Sheila that is clean and neat and closed, not fitted. Please wear conservative business clothes underneath.

## WHAT NOT TO WEAR

- ✗ Fabrics such as leather, jeans, suede, chiffon, corduroy, and any type of loungewear.
- ✗ Coats and winter jackets and caps  
Hats or other clothing with offensive and/or casual prints
- ✗ Sports clothes, leggings, and casual attire

# hair style

Your hair must always appear clean, and neatly styled, fringes and bangs should not conceal your eyebrows.

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, not too long and kept appropriate to the work environment.



# jewellery

## accessories and makeup

Jewellery 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

For men, clean polished black or brown shoes are acceptable, with clean matching socks, free of odor.

Women must wear closed toe shoes.

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

Emiratis can wear appropriate footwear matching the Kandura and Abaya.



# business casual

To prepare you for your professional future, it's important to understand a business casual dress code. "Business casual" does not mean dressing as though you are already on your time off - "business casual" is not synonymous with "casual".

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







## WHAT TO WEAR

- ✓ 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.
- ✓ Women must still wear closed toe shoes.

## WHAT NOT TO WEAR

- ✗ 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.  
Eat well, drink lots of water, get good rest and exercise.