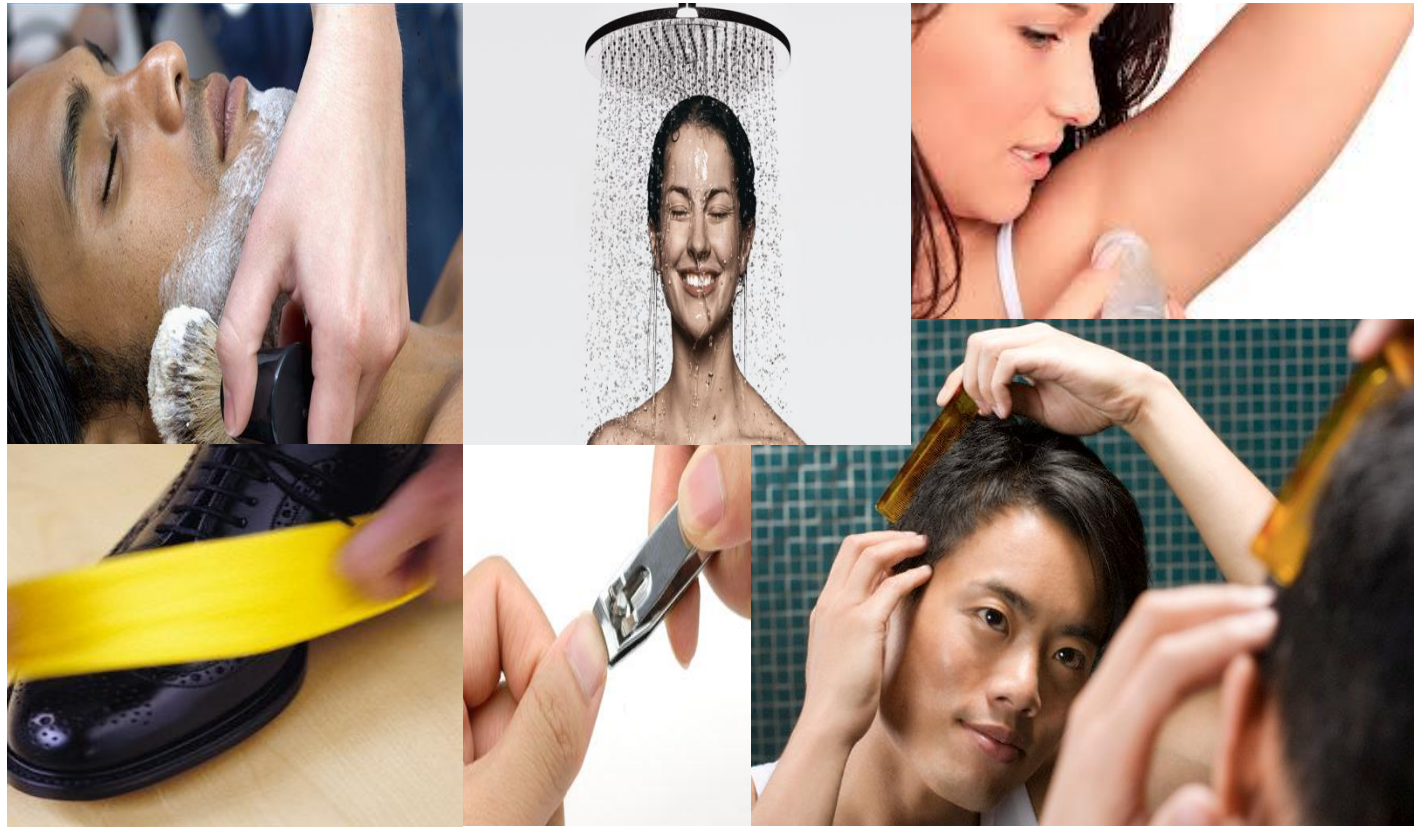


# Grooming Standards



sama·sama

KL International Airport

[www.samasamahotels.com](http://www.samasamahotels.com)

A close-up, slightly blurred photograph of a person's hands. The left hand holds a black pen, writing on a white sheet of paper. The right hand rests on the paper. The background is a light-colored, textured surface. A semi-transparent white rectangular box is overlaid in the center, containing the title and definition.

## PERSONAL GROOMING

Personal grooming is how people take care of their body and appearance. A person's personal grooming routine may determine how he or she feels about themselves, and how other people perceive him or her.

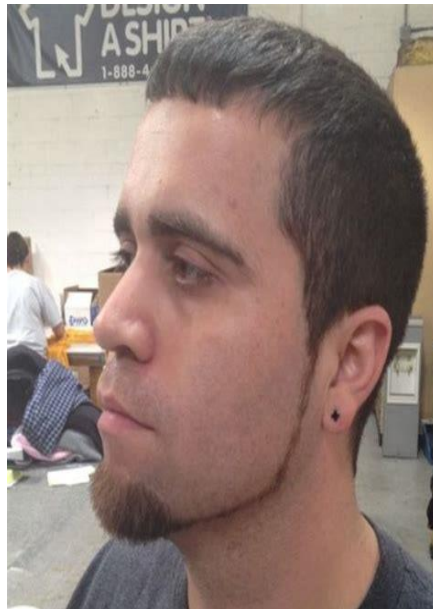
## Male Associates

- Hair must be well combed & neatly trimmed
- No shaving / streaking hair design
- Hair coloring (dark brown). Hair highlights not allowed.
- Sideburns cannot exceed half of ear level
- Moustache neatly trimmed
- No goatees / soul patch allowed
- Bald scalp permissible
- One color or two tone suit
- Ties must be appropriate
- Shoes can be black, dark brown
- Maximum ONE ring on each hand
- Watch, professional style
- No bracelets
- No necklace

# Facial Hair



- Beards, goatees / soul patch are not allow.
- Sideburns must be neatly trimmed and must not extend beyond mid-ear. They must be of a conservative style: flares or mutton chops are unacceptable.

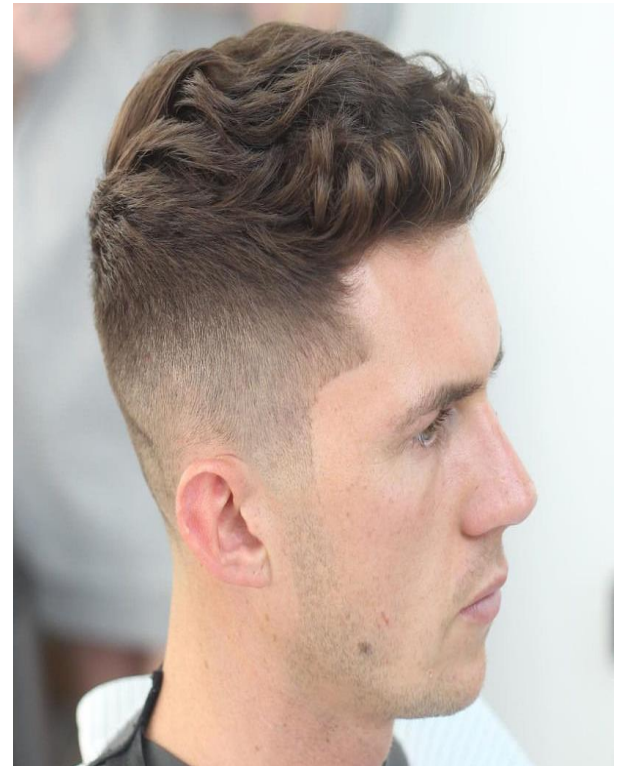




# Hair



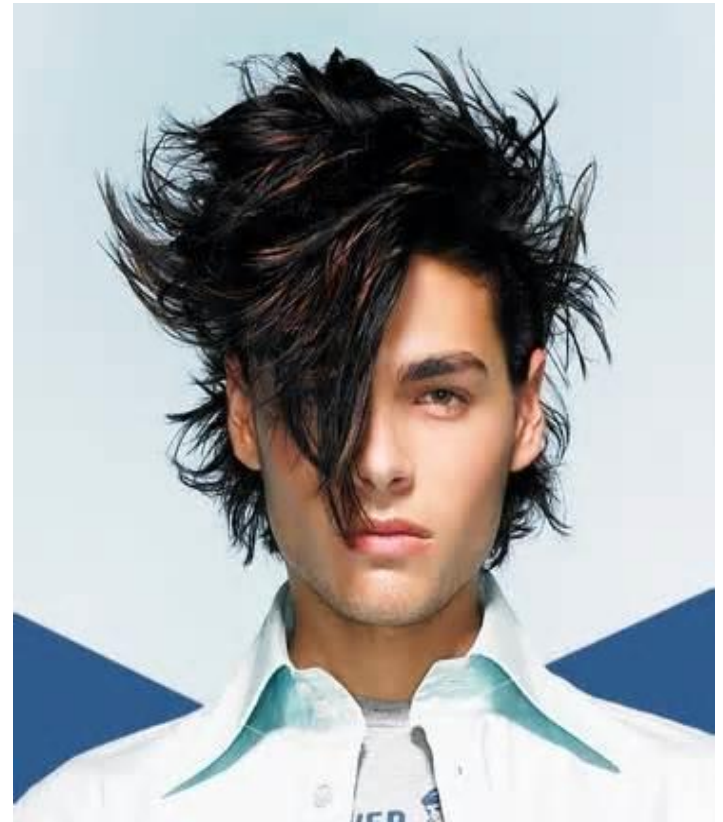
- All Staff must maintain hairstyle that are conservative and consistent and kept clean.
- Hair must be clean and neatly combed. It must allow eye contact at all times



# Hair



- All Staff must maintain hairstyle that are conservative and consistent and kept clean.
- Hair must be clean and neatly combed. It must allow eye contact at all times



# Hair



- All Staff must maintain hairstyle that are conservative and consistent and kept clean.





# Hair



- All Staff must maintain hairstyle that are conservative and consistent and kept clean.







# Hair

- Shaved heads are permitted and should be maintained daily with no stubble.



# Jewelry - Watch



- One business style watch is allowed. The surface of watch should be in appropriate size.



## Female Associates

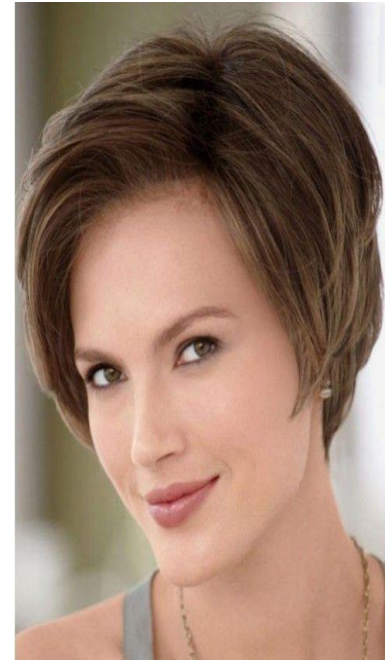
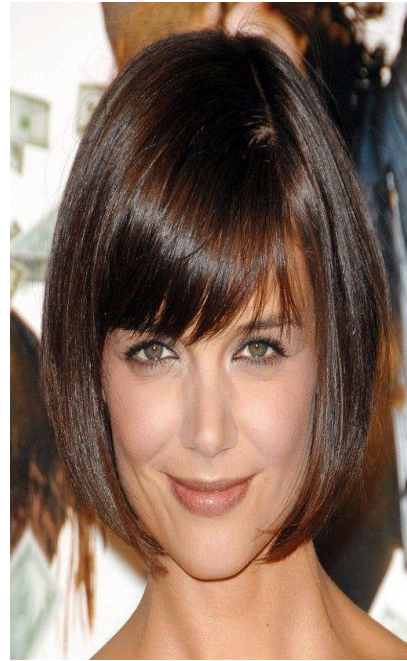
- Skin colored stockings/pantyhose
- Skirt/dress must not exceed 2" above the knees
- Head scarf permissible & color coordinated
- Long hair : Operational – tied back into a well kept bun  
: Admin – tied into a pony tail (not exceed 5")
- Short hair not exceed shoulders
- Soft colors nail polish (except for food handlers)
- Natural color contact lenses
- Nose stud allowed for Indian associates
- Porthu / Bindhi allowed
- Earrings & necklace – not excessive designs
- Anklet is prohibited
- Court shoes
- Maximum ONE bracelet per wrist (except for food handlers)
- Makeup & lipstick must be applied (no garish colors)



# Hair



- All Staff must maintain hairstyle that are conservative and consistent and kept clean.
- Hair must be clean and neatly combed. It must allow eye contact at all times





# Hair

Long hair or shoulder length hair must be worn in a neat and attractive style: chignon, bun or French twist.



# Hair Accessories



- Small, elegant and simple hair accessories (black color only).





# Hair Accessories



- Excessive adornment of the hair with ribbons, clips, wires, beads is not permitted.



# Hair Accessories



- Excessive adornment of the hair with ribbons, clips, wires, beads is not permitted.



# Hair Color



- Natural and dark brown dye is accepted.



1 - Jet Black



2 - Darkest  
Brown/Black



4 - Very Dark Brown



6 - Dark Chocolate  
Brown



6/4 - Dark Chocolate  
Brown with Dark  
Brown Base



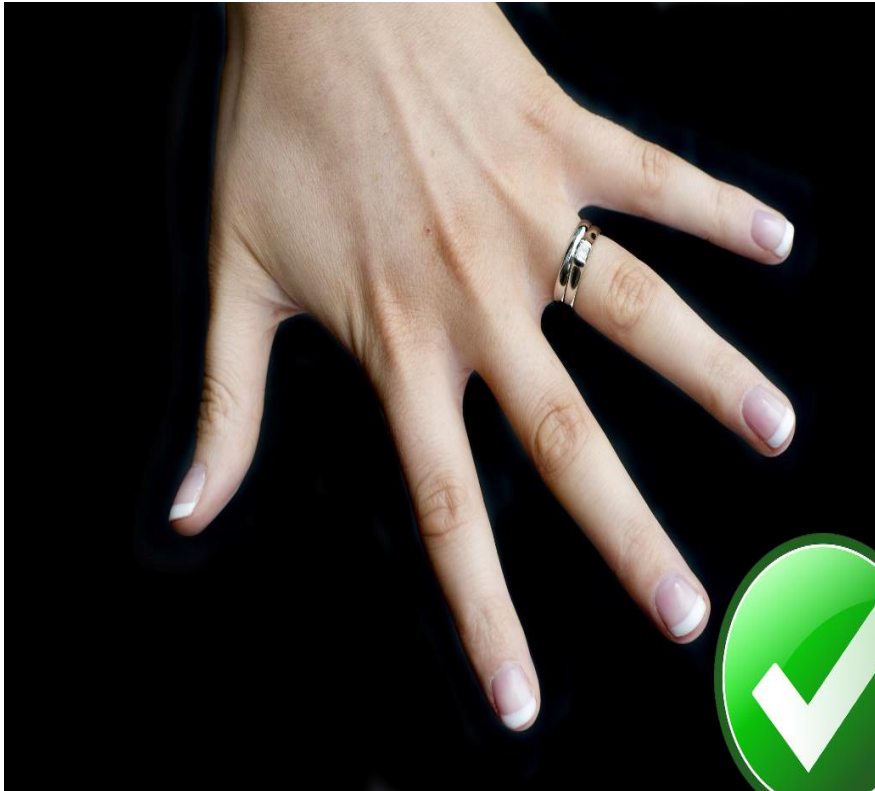
# Jewelry – Body Piercing

- Visible body piercing (e.g. tongue, nose, eyebrow etc.) are not permitted.



# Jewelry - Ring

- One ring is allow on each hand. Multiple rings on one hand are not permitted.



# Jewelry - Watch



- One business style watch is allowed. The surface of watch should be in appropriate size. Bright color and cartoon style is not allowed.





# Jewelry - Earrings



- Earrings must be in simple, business like and conservative in nature.
- Earrings must be in appropriate size: no larger than the earlobes.
- Males are not permitted to wear earrings while on duty.
- Earrings may only be worn in the earlobes.
- Only one piece of earring is allow on each earlobe.
- Only white, silver or gold color earrings are allow.



# Jewelry - Earrings



- Earrings may only be worn in the earlobes.
- Only one piece of earring is allow on each earlobe. Multiple earrings are not permitted.



# Jewelry – Ankle Bracelet



- Ankle bracelets are not permitted.



## **In line with.....**

- Natural smile
- Service pin
- Name tag (on duty, attending seminars / trainings)
- Uniform (well-fitted, clean, pressed & no missing buttons)
- Perfume / Cologne must be light scented
- Free from body odor
- No chewing of gum / food