



Conditions of Employment - Pre-Employment Agreement

Dear Fellow Potential Associates:

Thank you for your interest in Kalahari Resorts – and the opportunity to grow with our family. As the area’s hospitality employer of choice, we are committed to providing products and services beyond expectations. It is important that we adhere to strict grooming appearance standards so we can reflect the highest quality of products and services to our guests.

If hired, these conditions start on the day you report to Paperwork/Orientation. If for any reason you do not comply with the Grooming Standards listed below, you will not be able to start your employment.

Personal Hygiene:

- Associates reporting to work must present a neat and clean appearance, which should include the absence of offensive body odors and proper attention to oral hygiene.
- Associates should avoid the use of heavy fragrances. The use of perfumes, colognes, and aftershave lotions, which are light and subtle are permitted.

Hair:

- Hair must be worn in a manner that does not block side vision, cover the name badge, or present a safety problem. Hair color and accessories must be appropriate and not extreme.
- Male hairstyles cannot exceed below the top edge of the shirt collar and cannot be longer than two (2) inches over the ear. Ponytails are not permitted and sideburns must compliment hairstyle and cannot exceed past the bottom of the ear opening.
- Mustaches are permitted, however they must be in good taste, well-trimmed, groomed and maintained. Styles will be subtle and not extreme. Management reserves the right to restrict the wearing of mustaches in certain areas.
- **Male associates must be clean-shaven at all times.** Beards and goatees are **not** permitted.

Clothing:

All personal clothing and assigned uniform garments are expected to be neat, clean, pressed, and in good condition. Frayed, faded, torn, threadbare or patched garments are not acceptable. Kalahari Resort has a "Resort Business Casual Attire" appearance standard during work hours.

Inappropriate attire examples are, but not limited to, the following:

- Casual or athletic shorts or cut-offs
- Sundresses, midriff, dresses or mini-skirts that are shorter than 2 inches above the knee when sitting down
- See-through fabrics, midriff tops, or clothing that is excessively revealing, low cut, or worn in a manner that is unsuitable for a professional work environment or where it distracts from the orderly conduct of business
- Tube, tank or halter tops
- Sandals, flip flops, tennis, running or athletic shoes (unless approved by department manager), mountain or biker boots
- Associates working in non-public and non-uniformed areas may wear open-toed dress shoes unless specifically prohibited under safety, hygiene, or management restriction.
- Spandex clothing, stretch pants, stirrup pants, sweat pants/sweatshirts, jeans
- Clothing that displays graphics, logos, or lettering, other than Kalahari Resort approved, is not acceptable attire.

Tattoos:

- Visible tattoos are **not** permitted in most Front-of-the-House areas. Tattoos may be permitted, at management discretion, in other areas.

Jewelry:

- Male associates are **not** permitted to wear earrings – including gauges, or clear spacers. Female associates may wear no more than two earrings in one ear (ear lobe area only); earrings must be appropriate and in good taste and must not hang more than two (2) inches from the attachment or be larger than a nickel – including gauges, or clear spacers.
- Rings are acceptable, provided they are of appropriate hand scale and no larger than a traditional class ring. Associates may wear no more than two (2) rings on both hands. Wedding sets are considered one (1) ring.
- Visible body piercing (nose, eye, tongue, etc.) is **not** permitted and jewelry must be removed while on property.
- Jewelry shall be worn in good taste and appropriate for resort standards. Only pins (except decorative), buttons, badges, etc. authorized and issued by Kalahari Resorts may be worn.

Fingernails:

- Fingernails must be clean and manicured. If nail polish is worn it must be in good taste and subtle, not extreme. Management reserves the right to restrict the wearing of nail polish and nail length in certain areas due to sanitation/health requirements.

Glasses:

- Associates may wear regular eyeglasses which may be of a "transitions" type. Tinted glasses that prevent direct eye contact are not permitted (unless specifically prescribed by a licensed ophthalmologist for medical reasons).

Additional Conditions of Employment:

- Report to work on time in compliance with all policies when scheduled.
- Provide hospitable and exceptional guest services in every task performed.
- Uniforms are purchased by associates during orientation or just before their first work shift in the department. They are able to be payroll deducted and are considered property of the associate.

Again, we take our grooming standards very seriously. We believe that you cannot successfully take care of yourself, then you cannot successfully take care of others.

If hired, you are expected to attend Paperwork/ Orientation with the proper grooming standards listed above.

If you have any questions concerning the above information, please call the Human Resources Department at Wisconsin Dells 608-254-5466 ext. 43273, Sandusky, Ohio 419-433-7200 ext. 34030 or Pocono Mountains (570) 216-5489.