

## **GROOMING GUIDELINES**

### **Grooming standards for Boys :**

#### **Hairstyle**

- Well maintained conservative hair styles
- Regularly trimmed (No overgrown hair, should not be too short too)
- Above the collar from back
- Sideburns not longer than middle of the ear, not shorter than the upper tip of the ear lobe.
- Hair color not to be used

#### **Mustache**

- Neatly trimmed
- Not to touch the upper lips.
- No beard, gotties etc

#### **Nails**

- Well Maintained and clean.
- Neatly cut, shaped & clean
- No excessively long nails.

#### **Uniform**

- Well ironed with no unnecessary creases
- Appear fresh and not faded
- No loose threads or broken buttons
- Cuffs & collars clean & stain free
- Uniform to be changed daily
- Always wear a vest
- Identity cards to be worn at all times prominently

#### **Shoes**

- Well maintained, well polished, in good repair
- Uniform shoes, oxford, no loafers
- Color should be black

#### **Socks**

- No pattern, to be black

#### **Belts**

- Black color
- Always in good repair without cracks
- No flashy buckles

#### **Jewellery**

- Watch-Simple Dial
- No bracelets
- No ornamental strings
- No ear piercing

## **Grooming standards for Girls :**

### **Hairstyle**

- Hair to be put up.
- Hair to be kept away from the face using black accessories
- Always neatly combed & in place
- Not to fall on the forehead
- Clear not greasy, free of oil & dandruff
- Do not use coloured/plastic bands
- Hair color not to be used

### **Nails**

- Well Maintained and clean.
- Neatly cut, shaped & clean.
- No excessively long nails.

### **Make Up**

- Use foundation to avoid oily look
- Lipstick should be matte finish (Neutral color)
- Eyeliner-Applied after eye shadow and before mascara ,thin, straight, applied neatly.\

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- No flashy buckles

### **Jewellery**

- No bracelets
- Watch-Simple Dial
- No ornamental strings
- Earrings not dangling or flashy
- One, thin chain / Pearl