School of Hotel Management IHTTI Switzerland

CENTRE OF EXCELLENCE S·H·M·S Swiss Hotel Management School

Grooming Standards

SHMS IHTTI

Master of Arts Program
Bachelor of Arts Programme

Semester 212

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Member of SWISS EDUCATION GROUP

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1. Introduction

Appearance and grooming have always been and still remain essential elements in the Hospitality Industry. When a person meets somebody new for the 1st time, it is human nature to start to form an opinion based on appearance even before that person has had time to speak. It is for thisreason that appearance and grooming are essential elements as part of hospitality training and why as a school we have a strict policy in place for our students to follow. By adhering to this policy our students have the bestchance to make a first impression as they go forward into interviews at both at the International Recruitment Forum (IRF) & beyond into the wider industry.

Grooming standards apply to all students from Monday to Thursday from 07.00 to 19.00hrs and on Friday from 07.00 to 17.30hrs. When exceptions need to be made due to religion, medical reasons e.g., the student needs to carry a valid excuse form with them at all times.

The list of appearance related items below is not exhaustive and will be discussed on an individual basis should the need arise.

Please note that not adhering to the SHMS IHTTI grooming standards explained below, can lead to absences and/or warning letters.

2. BA Students Monday to Thursday

FEMALE

MALE

FEMALE

SHMS or IHTTI uniform
White ironed blouse
SHMS or IHTTI scarf
Black or natural color Stockings
Black shoes
Name badge + pin on left side

MALE

SHMS or IHTTI uniform
White ironed shirt SHMS or IHTTI tie Black long socks
Black shoes
Name badge + pin on left side

If you do not wear your school uniform Monday – Thursday, you must have a valid excuse form.

Collar of shirt not visible

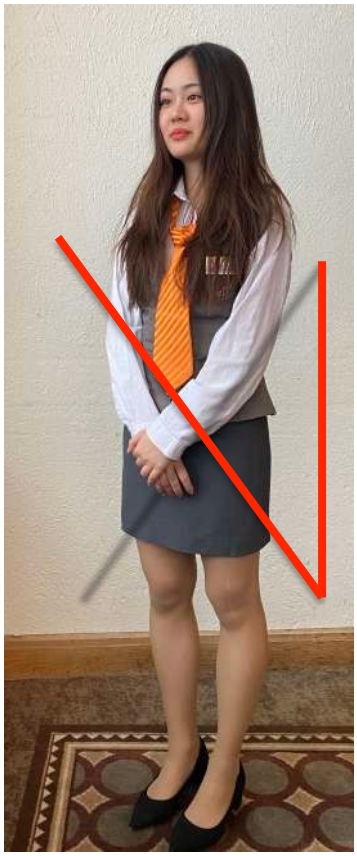
Top button open, tie not done well

Name badge and pin wrong side

3. BA1 Students (Caux Palace)

FEMALE

MALE



Loose hair & loose tie

Rolled up sleeves

Hands in pockets

4. BA1 Students (Four Seasons)

FEMALE

MALE

5. BA1 Students (Kitchen)

6. Master Students Monday to Friday and BA Students Business Suit Friday

FEMALE STUDENTS

- Business suit, natural colors
- Always wear a blazer!
- Skirts need to be knee length.
- Blouses with short or long sleeves must be of a discreetcolor.
- Jacket and pants do not have to be coordinated as long asthey are of plain, classic and discreet color.
- Stockings/tights need to be worn always. Black or natural
- Shoes must be classic type of shoe, elegant, closed and of aplain color. Shoes must be regularly cleaned and polished.
- Name badge + pin on left side

Transparent Dress

Skirt to short
Skirt too tight

Leather pants

Heels too high

Transparent Blouse

Long transparent skirt

Chino pants
Open Shoes

Short dress
Boots

MALE STUDENTS

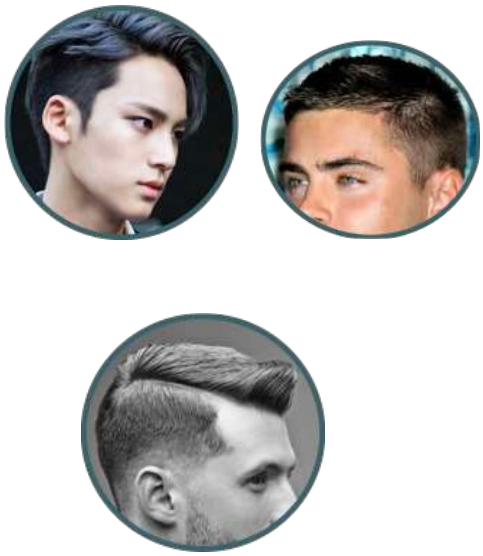
- Business suit, natural colors
- Jacket and pants do not have to be coordinated as long asthey are of plain, classic and discreet color.
- Shirts with short or long sleeves must be of a discreet color.Collars should be always closed and ties well adjusted.
- Wearing a belt is compulsory.
- Dark toned long socks must be worn.
- Shoes must be classic city shoes, elegant, closed and of aplain color. Shoes must be regularly cleaned and polished
- Name badge + pin on left side

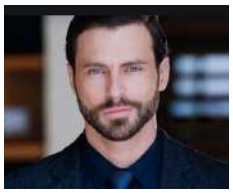
Chino pants
Without crease

Unadjusted
Tie

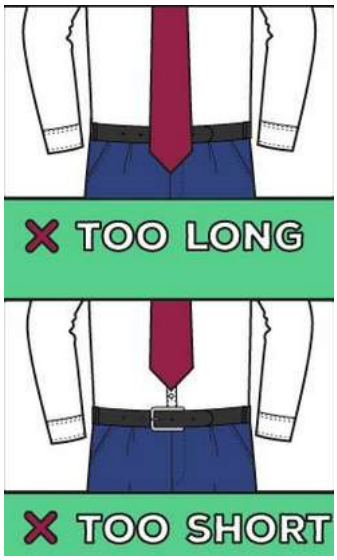
No socks
sunglasses indoors

7. All Male Students Monday to Friday

	ACCEPTED	NOT ACCEPTED
Hair	Haircuts need to be short, styled and well kept. Hair should be combed. Hair is cut over the ears 	Partly trimmed hair, dyed hair, haircuts that cover eyes or part of the face. Hair does not touch the collar
Facialhair	**Shaving** Men must be clean shaven ona daily basis (not the evening before) Beards, goatees and moustaches are acceptable as long as it shows clear signs of daily up keeping (shaved sides, clear lines, well-trimmed,etc.)	Growing a beard or having an un-kept beard during school time

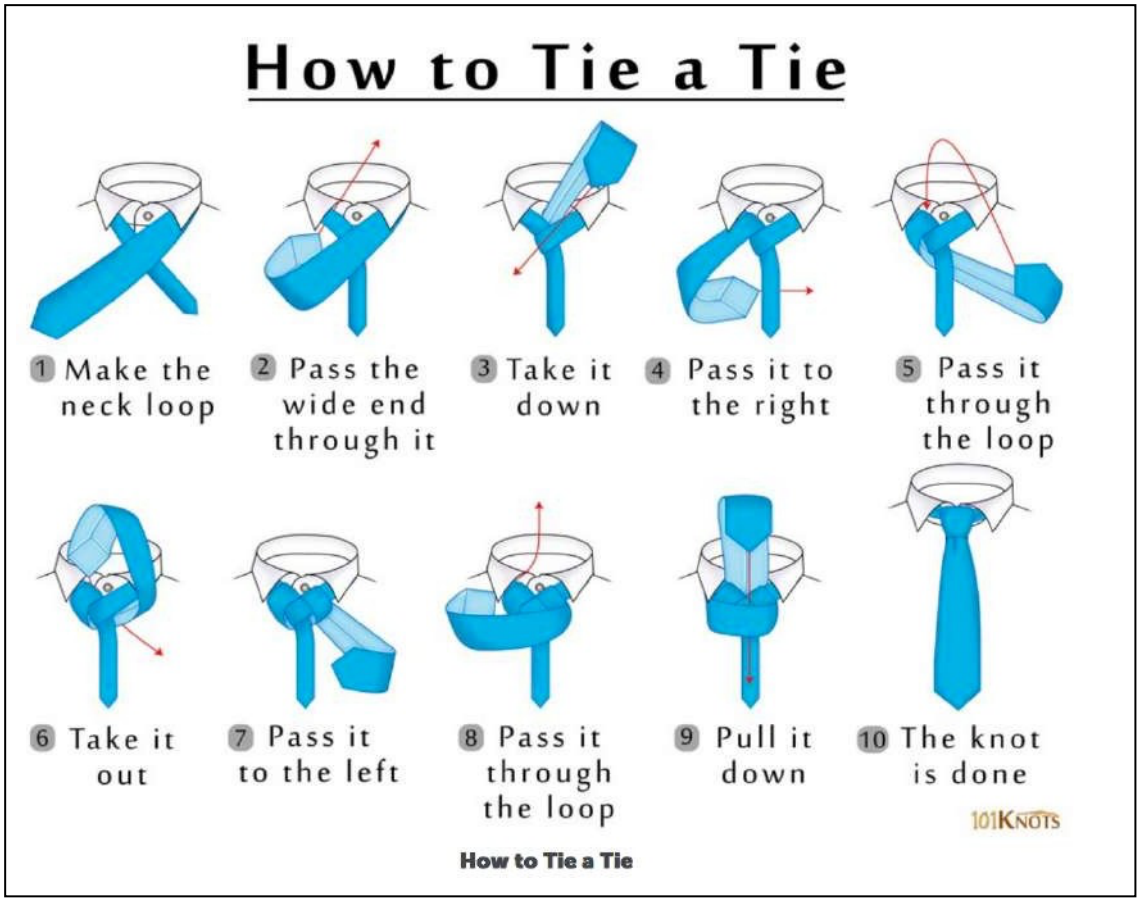
	Please check the extended beard plan below this document 	

	ACCEPTED	NOT ACCEPTED
Nails	Short, well-groomed nails. 	No nail polish, no long fingernails
Clothing **Shirts**	Pullover with V-neck of a plain and discreet color worn **undera blazer.** Ensure that you have at least 6 white business shirts for use here in school, these need to be laundered and correctly pressed or ironed for wear. The top button must remain closed or done up and the sleeves folded down. Wearinga white t-shirt under the white shirt will help keep them clean.	Turtleneck pullover, plain shirts. Top button opened when wearing shirt and tie. Not ironed shirts.

	ACCEPTED	NOT ACCEPTED
Coats, hats, scarfs	Coats, woolen scarfs, hats and/or gloves can be stored ina student locker. Please ask reception for details. 	No coats, woolen scarfs, hats and/or gloves can be worn inside the schoolbuilding.
Tie	Ensure that the tie follows a recognized tie pattern and is tied to the correct length **Please check `how to tie atie` below this document** 	Not too short or too long 

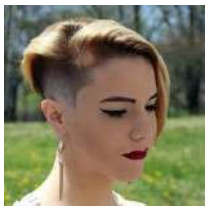
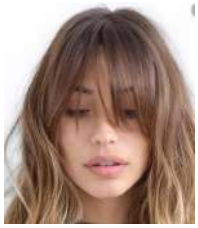
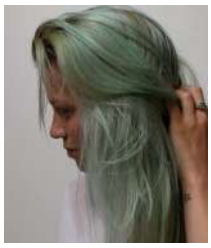
Shoes	Men's black business style shoes either lace up or slip-on, polished and kept clean. 	No holes, tears in shoes.No boots

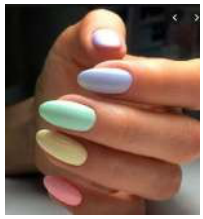
	ACCEPTED	NOT ACCEPTED
Jewelry	Discreet jewelry. 1 ring, 1 watch, 1 bracelet only. 	No earrings



Clean Shaven
Stubble (Short)
Stubble (Medium)
Stubble (Long)
Full Beard
French Fork
Ducktail
Circle Beard
Goatee
Extended Goatee
Imperial
Van Dyke
Anchor
Balbo
Mutton Chops
Friendly Mutton Chops
Verdi
Garibaldi
Dutch
Bandholz

8. All Female Students Monday to Friday

	ACCEPTED	NOT ACCEPTED
Hair	Hair needs to be groomed, either pulled back in a bun or ponytail or well-groomed whenhanging loose. Natural colors	(Partly) trimmed hair, (partly) dyed hair in unnatural colors, haircuts that cover eyes or part of the face.   
Make up	Make up must be natural and discreet	No bright colors or heavy make up

Nails	Short, well groomed nails. Only natural colors or red for nail polish. 	No diamonds, bright colors, dark/black or different colors on each nail. 
Clothing	Pullover with V neck of a plain and discreet color worn **undera blazer.** 	Turtleneck pullover, plain shirts, Cardigans in wool, cotton or other as a replacement for a jacket.

Coats, hats, scarfs	Coats, woolen scarfs, hats and/or gloves can be stored ina student locker. Please ask reception for details. 	No coats, woolen scarfs, hats and/or gloves can be worn inside the schoolbuilding.
Shoes	Black polished shoes without any accessories. Small heel orflat. 	Boots, open shoes, plateau heels or colored shoes

	ACCEPTED	NOT ACCEPTED
Jewelry	Small earrings, one per ear only. Discreet rings, bracelet or necklace.	Multiple earrings in one ear,big flashy rings, necklaces or bracelets.

9. Questions

For any questions or uncertainties please approach your Program Manager, Lecturer or Assistant Dean. We are always here to answer any queries you may have and to help guide you through our grooming standards.

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