



HTMi Grooming Standards

Dress Guide for Women and Men

Introduction

You never get a second chance to make a first impression!

The philosophy behind Business Wear/Uniforms

The success of companies, especially in the hospitality industry, strongly depends on their human resources. It is the employees that make the difference for a guest feeling comfortable or not. There are several factors influencing this feeling of comfort.

One of them is the appearance of all hotel employees.

Helps build a strong relationship with customers, other stakeholders and within staff employees.

A hotel is not only represented by its buildings and service but also by a reputation built by its employees. This regulation achieved to a high percentage through appearance and grooming.

This is why at HTMi we train all of our students to focus on their grooming in order to be ready for the requirements expected from the hospitality industry and its customers.

Clothing – an important component in non-verbal communication

A well-groomed outward appearance and a polite and self-confident approach to HTMi stakeholders by all those dressed in Uniform will bring across our values and culture of HTMi. Clothes make the man (or woman As the saying goes). People are primarily influenced by visual stimuli.

Thus, bearing in mind that the initial impression on others is crucial, all students must wear uniforms during business hours and duties.

This emphasises the professionalism of our Institute.

HTMi Dress Code



What is corporate wear at HTMi?

General Guidelines:

HTMi expects students to adhere to its uniform standards, the specifications for which are:

All students of HTMi are required during the working day and at certain other times (for example special occasions) to wear black business dress.

Appearance must be immaculate and clothes must be absolutely clean. Business dress is defined as:

- Female Students: Black business suit without pinstripe and a plain white blouse only, with appropriate black stockings or tights and black plain shoes. All female students must wear a scarf knotted on the left side of their neck above the name badge. Shoes must be black pumps. Heels that higher than 7cm are unacceptable. No jeans or casual clothes are allowed during the Institute's hours of operation.
- Male Students: Black business suit without pinstripe and a plain white shirt only, with tie, dark socks and black plain shoes. No jeans or casual clothes are allowed.

Please also note:

- Students are required to be correctly dressed, in appropriate school dress, at all times from 7:00 am on Monday mornings, until after dinner each day, and until 5:30 pm on Fridays. This regulation includes theoretical classes and educational excursions. The dress code must also be followed during the examination period for examinations and meal times. There may be other occasions in which Students will be required to wear uniform, Students will be informed of these occasions in advance.
- Only when leaving the campus, before 08.00 and after 18.00 and at the weekends are students allowed to wear casual clothing for leisure purposes;
- Students may remove jackets/blazers when in the dining room at lunchtime and during warm weather but should always wear their jackets/blazers when moving around the School.
- Female students are not required to wear stockings or tights during hot weather.
- Partial business dress/uniform should never be worn. Students should either be in full business dress or smart casual wear.
- Long sleeved shirts worn with smart business dress/uniform must not at any time be 'rolled up' from the cuff, except for certain duties (see 'professional uniforms' below).
- Business dress/uniforms must at all times be complete and impeccably clean and tidy.
- Female students are not allowed to wear miniskirts or ankle socks.
- The dress code forbids the wearing of boots at any time except in severe winter weather.
- In winter only, un-patterned, black 'V-neck' pullovers or cardigans may be worn.
- When in business dress all students should wear their ID badge. Under no circumstances should IDs be tampered with or otherwise modified.
- Students are not allowed to wear the following in the public areas of the Institute at any time: pyjamas, bedroom slippers, baseball caps (all students) or other headwear (gentlemen only), Casual clothing with obscene language slogans might not be worn.
- No sunglasses are to be worn in School unless for medical reasons.
- Articles of uniform or casual clothing that display pictures, logos or designs are not permitted.
- Articles of clothing that are transparent or exposes the midriff, navel or cleavage are not permitted
- No bathing suits except in permitted areas.
- Students are not permitted to be barefoot at anytime.

HTMI reserves the right to amend these standards and procedures without prior notice.

PROFESSIONAL UNIFORMS

Professional uniforms are to be worn during kitchen and service practical lessons, as well as during all duties. Long sleeved shirts worn with professional uniform must not at any time be 'rolled up' from the cuff except when undertaking washing duties. Students are not allowed to wear professional uniforms outside of HTMi Campus unless on specific and authorised occasions. Student identity/name badges must be kept with them at all times when on the HTMi premises. Students are required to bring their own long sleeved white shirt/blouse, black trousers/skirt and black shoes for either service or as business dress.

The kitchen uniform for Certificate and Postgraduate Students must be provided by the student. Kitchen uniform for both men and women is the same and includes:

Chef jackets	- white colour only, - long sleeves, (We recommend 2 pieces; 1 to wear, 1 for washing)
Chef pants (1 pc)	- either all black or black-white checkered
Chef aprons (2 pc)	-white colour only - knee length
Chef shoes (1 pair)	- either all black or all white - close toed, anti-slip
Chef necktie	- white colour only

Hairnets or kitchen hats must be worn at all times during kitchen practicals and by all students when working at the service counter in the Swiss Alpine Restaurant.

GROOMING

Students are not permitted to have dyed coloured hair (e.g. red, blue, green etc). Male students must not have their hair touching the shirt collar and should shave each working day (full beards and moustaches are permitted only where religious observance requires it). Female students with long hair must tie it up in a bun or braid during classes/ practicals/ duties. No students are allowed to wear coloured nail polish during the working day (08.00 – 18.00) or for duties.

PERSONAL ADORNMENT AND DECORATION

Students are only allowed to wear the following small amount of discreet jewellery before 18:00 hours, One small earring only in each ear; one signet ring (or if appropriate one engagement and/or one wedding band), one discreet necklace or neck chain and one discreet wristband. No nasal, facial, eyebrow or tongue studs are permitted. No tattoos, whether permanent or impermanent are allowed on any part of the body that is publicly displayed (permanent

HTMi Dress Code for Women



The two piece suit and the trouser suit

The two-piece suit and the trouser suit in combination with a waistcoat

These items of clothing are well-fitting, slightly tapered and extremely comfortable to wear. The cut is elegant and narrow, yet not too tight. The waistcoat and the jacket remain smooth even when buttoned and do not restrict the wearer's movements. Both skirt and trousers allow some movement whether the wearer is standing or sitting so that they both regain their shape easily. When the wearer is walking, the skirt must not slide up out of position.

The ideal length of the skirt is to mid-knee, at the most five centimetres above or below the knee (measured from the middle of the knee).

The colour of suits has to be black.

The name tag must be worn on the upper left of the jacket.

General advice

The blazer and the waistcoat both have two pockets – but are not designed as cargo or utility outfits. So please leave the pockets empty so that they do not bulge.

Always leave the jacket unbuttoned if you are wearing a camisole, a waistcoat or a pullover.

Camisoles

A camisole is an excellent complement or alternative to the classic two-piece suit or trouser suit and can be combined with a skirt or trousers. The combination with a neckerchief is in this case an additional advantage, because it will harmonise well with the dark colour of the suit itself.

General advice

When Students are wearing a jacket without a waistcoat, camisole or pullover the buttons are to be closed; when seated they are to be open. The camisole can be worn with or without a jacket – the jacket is to be worn open over the camisole.

Blouses and cardigans

Blouses

All blouses must be white with a classic collar.

General guidance

- A blouse is to be tucked inside trousers or skirt; the neckline must be in keeping with the business environment (the width of a hand below the collarbone).
- When Students are in Corporate Wear they must never wear the blouse or shirt too tight: no part of a bosom must be visible, as this would look vulgar.
- It is preferable to ensure that the blouse collar is over the lapels of jackets, but there are also advantages in showing it over the blazer collar. The blouse collar folded over the lapels will frame the face in a bright and friendly way, making the wearer's features softer.
- Flesh-coloured underwear must be worn beneath a white blouse. In addition, it is advisable to avoid using any make-up on your neck. Smudges of make-up on a collar do not look appropriate.
- As a general rule a blouse must be worn with a waistcoat and/or jacket.

Polo shirts

On certain occasions, for example for housekeeping or certain service duties Students are allowed to wear the T-shirt or polo shirt provided by HTMi for such duties.

General advice

- A polo shirt must always be worn without any accessories and must be combined with a skirt/trousers and a jacket.
- The collar is made of special material that will improve the wear of the polo shirt. To ensure that the polo shirt retains this quality it is very important to iron it at the recommended temperature.

Cardigans

During cold weather a woollen jacket matching the other Corporate Wear may be worn. The cardigan must always be worn over a blouse and inside the blazer.

Dress code

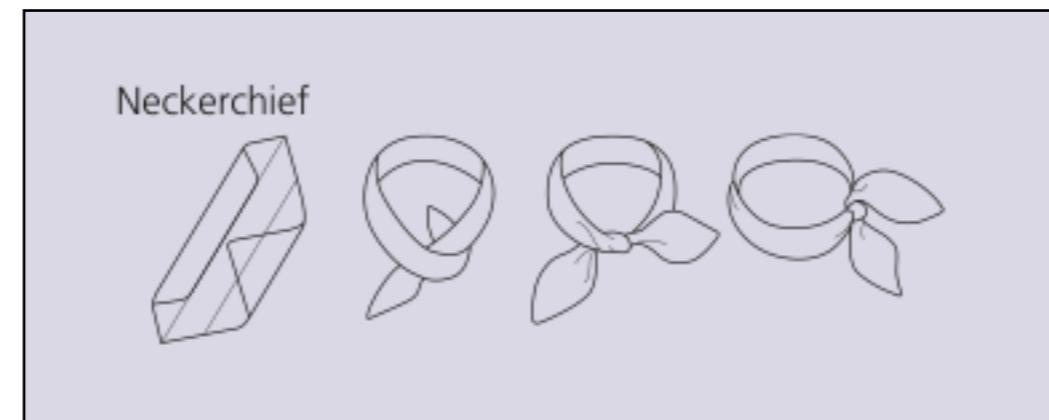
Dress codes may be issued for special occasions in order to ensure uniformity in the appearance of all those present.

Accessories for women

Scarves, velour neckerchiefs and collars

A scarf, along with the name tag are the means of identifying a student of HTMi. Both must always be worn. A correctly knotted scarf or velour neckerchief will highlight a Student's professionalism.

- A velour neckerchief must always be folded and then knotted. The knot Itself must not point downwards but must point as far as possible upwards and to the left. Likewise the usual "boy scout style" (the neckerchief pointing to the back of neck) must be avoided.
- Students must always undo the knots after wearing neckerchief so that the material can recover its shape. If necessary, lightly press it (no. 1 on an iron).
- Students should never hang the velour neckerchief loosely round their neck allowing it just to dangle down. Doing so would reduce a business-like appearance.
- Students must fasten the name tag horizontally on the left on the upper third.



Shoes and Belts

Shoes

Shoes are an important aspect of all business uniforms.

In combination with the business uniform they demonstrate elegance and style.

All shoes must be black, classic, closed smooth- leather pumps.

Heels must not be higher than 7 centimetres.

Students should choose shoes that are comfortable to wear, bearing in mind that they might have to stand for many hours a day.

Make sure that shoes are always clean and polished.



Belts

When wearing trousers or skirts with belt loops, Students must always wear a belt. Buckles must be discreet and not branded, and the colour of the belt has to be black, the same as the suit.



Personal Items

Jewellery

Jewellery can be part of the Business wear however there are rules and regulations that have to be followed for safety and security reasons as well as for appearance regulations in the hospitality industry.

As a general rule maximum:

- a simple wedding ring (1)
- a simple watch (1)
- an ordinary pair of glasses (1)
- earrings but only (ear)studs (2)

However during certain duties, for example kitchen work, all rings and watches must be removed for hygiene reasons.

General advice

Visible tattoos/ piercings or ankle chains are not permitted in conjunction with business suit and are not accepted in the elevated hotel industry.

Make- up

Make up is an important aspect in female grooming. It helps Students to appear more competent nonetheless many aspects need to be taken into consideration to ensure an appropriate appearance. A foundation cream, mascara and the discrete application of a lipstick in skin tone will enhance first impression and are thus very important.

Clothing Care

General advice

- Whenever possible Students must air their business uniform after they have worn it. If possible, leave it out of doors for at least two days before wearing it again.
- Trousers and skirts must be steam pressed regularly and always remember to press the trouser creases as well.
- Remember to take uniforms to the dry cleaner's regularly so that they can be cleaned in a really professional way.
- Each time Students have worn a blouse, it must be washed properly and then ironed. Follow the washing instructions carefully. A blouse must be ironed when it is still damp.
- Any part of a uniform that is not clean must be cleaned as soon as possible and must not be worn again until it is clean. Stains can become deeply embedded and will then be more difficult to remove.

HTMi Dress Code for Men



The suit

A suit with/without a waistcoat

The single-breasted jacket with two buttons and trousers are the main two items of HTMi Male Business Uniform and form a classic business suit. In addition, a waistcoat can also be worn. When standing or walking, Students must do up all the buttons except the bottom one. The bottom button must always be left undone. When sitting down, keep the jacket undone. When all the buttons are closed, the jacket must be completely smooth and not appear to be restricting movements. The back slit must not become folded. The collar must fit closely and there must not be any sign of a crease or fold below the back of necks. The shoulders must be well-fitting – if they are too broad, the impression will be that the suit is too big and that heads are too small. If the shoulders of the jacket are too tight, movements will be restricted and heads will appear to be unusually large. Jacket must cover bottoms completely. If waistcoats are worn as well, the bottom button must be left undone in the same way as the lowest button on jackets. As for trousers, ensure that there is a slight overhang on the shoes. Waistcoats must cover belts, and when it is buttoned it must be smooth and not restrict movements.

General guidance

- Only freshly creased trousers will make a good impression, so please ensure that they are kept like that at all times.
- Do not carry too much in pockets – full jacket pockets spoil appearances.
- Also avoid keeping a thick wallet in the back pockets of your trousers.
- Hang jackets on a proper hanger so that the shoulders keep their proper shape.

Shirts

Shirts

Corporate Wear shirts are tapered, and their modern cut is nowadays more comfortable to wear. Shirt collars must be loose enough to be able to place a finger between the collar and neck. The cuffs should not be too loose; the sleeve length is correct when with arms at an angle, the cuffs can still be seen between 1.5 – 2.5 centimetres below the cuffs of jackets. The collar must be between 1–1.5 centimetres above the collar of jackets and must not show any fold underneath ties. The points of the shirt collar must rest smoothly under the lapels of jackets.

Shirts must be of white colour.

General guidance

- The breast pocket of shirts must be kept empty, apart from a ballpoint pen.
- The top button of shirts must always be done up. In principle, a suit is not complete unless the shirt cuffs are visible – as far as possible avoid the “chic fédéral” look.

Polo shirts

On certain occasions, for example for housekeeping or certain service duties Students are allowed to wear the T-shirt or polo shirt provided by HTMi for such duties.

General advice

- A polo shirt must always be worn without any accessories and must be combined with a skirt/trousers and a jacket.
- The collar is made of special material that will improve the wear of the polo shirt. To ensure that the polo shirt retains this quality it is very important to iron it at the recommended temperature.

Cardigans

During cold weather a woollen jacket matching the other Corporate Wear may be worn. The cardigan must always be worn over shirt and inside the suit.

Dress code

Dress codes may be issued for special occasions in order to ensure uniformity in the appearance of all those present.

Accessories for men

Ties

Students can choose different coloured ties included as part of the uniform. Ties and name tags are the visible means of identifying HTMi Students. You must always wear the tie and badge. There are different ways of knotting ties. The point of a correctly knotted tie must touch the loop of your belt exactly.

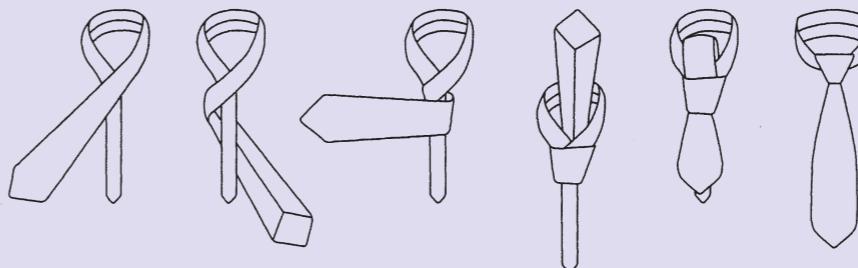
General guidance

- Undo your tie completely each time it has been worn and then either hang it up or coil it up loosely. Change to a different tie every day so that the material has a chance to regain its shape.
- Stains are best dealt with by an expert. To tackle a stain satisfactorily it must be dealt with by the dry cleaners while still “fresh”. Instructions on cleaning the accessories are to be found in the manual.
- Students should never try to wash or iron a tie themselves. A tie-pin is now considered somewhat out-of-date; but for many people who wear one, a tie a pin is considered to be quite useful and smart – and if a Student decides to wear one, it must be in the lower third of the tie and be well hidden behind the buttoned jacket.
- Never tuck the ends of ties in the waist of trousers.

Knotting a tie

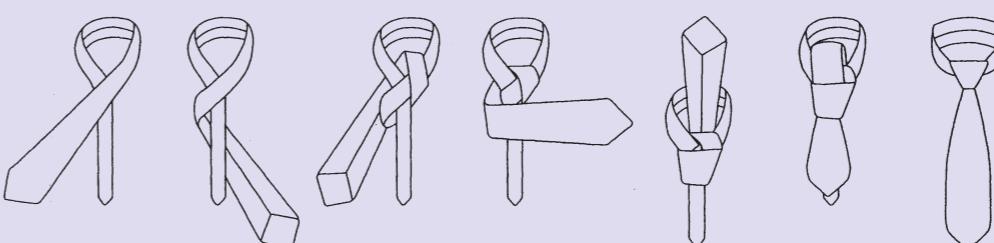
Four-in-Hand

This simple knot is always slightly asymmetrical, is narrow and looks better with a turn-down collar, a button-down collar or with a tab collar.



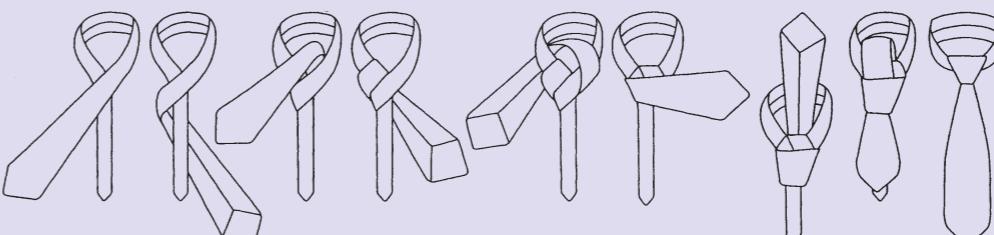
The simple Windsor knot

This narrow knot looks better with a turn-down collar, known as a Kent collar, with a button-down collar or with a tab collar. This type of knot is suitable for all occasions. Please note that your height and build will play a role with this knot. A narrow knot tends to look out of proportion on a well-built man. A wide know would be more suitable.



The double Windsor knot

This is a wide knot and is quite striking: it is best with a cutaway collar or a spread collar. The wider the points of the collar are from each other, the bigger the tie will be. Tie the knot each morning. If you just loosen the knot and hang it inside the wardrobe, it will spoil it.



Shoes and Belts

Shoes

Shoes are an important aspect of all business uniforms.

In combination with the business uniform they demonstrate elegance and style.

All shoes must be black and classic.

Students should also do choose shoes that are comfortable to wear, bearing in mind that they might have to stand for many hours a day.,

Make sure that shoes are always clean and polished



Belts

When wearing trousers or skirts with belt loops, always wear a belt. Buckles must be discreet and not branded, and the colour of the belt has to be black, the same as the suit.



Contact

HTMi, Hotel and Tourism Management Institute
Marientalweg 3
6174 Sörenberg
Switzerland