

## Uniforms and Name Tags

Please read this carefully as it has changed from the 2015 season. The Theodore Roosevelt Medora Foundation (TRMF) will provide you with three uniform shirts, which must be returned at the end of your employment with TRMF in clean unaltered condition. Failure to do so can result in the loss of a portion of your end of season bonus. If you have the black polo from a previous summer, you may elect to wear those during the summer and not collect three additional shirts. If you choose to collect three additional shirts, you only need to return the three new shirts and may keep the three shirts you purchased in 2015.

### All Employees:

All TRMF employees should come to Medora prepared with the following uniform attire to accompany the black uniform polo that many of our customer service employees and any employee who works at the Medora Musical in the evening will be assigned. You must have the following:

- At least two pairs of either neat blue jeans or khaki pants. No holes, excess distressing or decoration. They must be of a moderate fit (not extremely tight and not baggy). *Leggings are never an acceptable form of pants while at work for TRMF.*
- Brown or black shoes or neutral tennis shoes will be permitted in most departments (no open toed shoes or sandals).
- A brown or black leather belt- *employees may be asked to tuck in their uniform when at work.*
- All employees should report to work wearing their name tag. Name tags should be clear and visible without adornment such as stickers, etc.

*Some employees might also want to bring the following in case they are interested in being available to help with catered events:*

- One pair of black dress pants
- Black shoes (no open toed shoes or sandals)

### Other Employees:

Some employees will be given different uniforms for their daytime jobs. Please read carefully:

- Cooks and dishwashers must wear non-slip shoes. Contact [lyubomyrs@medora.com](mailto:lyubomyrs@medora.com) if you have questions regarding this.
- Golf Course Clubhouse & Customer Service employees will be required to wear Bully Pulpit polo uniforms. They should not wear jeans when working in the clubhouse. Please email [bullypulpit@medora.com](mailto:bullypulpit@medora.com) for uniform expectations.
- Golf Course maintenance employees will be required to wear the Bully Pulpit polo and can wear jeans and dark shoes.
- Rough Riders Hotel front desk staff will be asked to wear dress shirts provided by TRMF: *be sure to bring black dress pants and shoes.*
- Rough Riders Hotel dining staff will be asked to wear black or white shirts and ties: *be sure to bring black dress pants and shoes.*
- Employees may be contacted personally by their manager beforehand if their job requires any other special uniform.

Department managers reserve the right to ask their employees to change clothing and/or shoes to meet uniform expectations for their department at any point in the season. Any alterations needed to the required uniform must be pre-approved by the department manager.

# TRMF Uniform Policy

## Acceptable Pants:

Regular fit, neat and in good condition.

Jeans or Khaki colored pants and/or long shorts at some locations



## Not Acceptable Pants:

Distressed marks, excessively baggy, tight skinny jeans, leggings or jeggings, jean shorts, and short shorts.



## Acceptable Shoes:

Neutral Tennis Shoes, Black or Brown Leather Shoes



## Not Acceptable Shoes:

Colorful or Neon Tennis Shoes, Sandals, or Open Toe Shoes.

