

The Disney Look

Dear Cast Member,

Since the **Disneyland**® Park opened in 1955, our guests have treasured the elements that set our Disney theme parks and resorts apart – the cleanest venues, the friendliest Cast Members and the most exceptional show. A big part of that show is you, with your quick smile, your eagerness to help and your willingness to maintain the Disney Look that our guests have come to associate with our very special brand.

Our company has grown tremendously over the decades, and today at the **Walt Disney World**® Resort, we have more than 70,000 Cast Members and Operating Participant employees. Each of you has helped us stay true to our heritage in so many ways, including maintaining your commitment to the Disney Look. That look has changed with the times, yet always remained true to our ideal of offering wholesome family entertainment in the world's top vacation destination.

As you read this handbook, I hope you'll renew your commitment to this special Disney tradition. As always, you're the key to keeping our heritage alive and creating an unparalleled experience for our guests every day.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al', written in a cursive style.

Al Weiss
President
Walt Disney World Resort

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THE DISNEY LOOK: GUIDELINES FOR ALL CAST MEMBERS

Good Judgment and Stage Presence

As with all of your duties and responsibilities as a Walt Disney World® Cast Member, you are expected to demonstrate professionalism and good judgment at all times related to your appearance. For this reason, if you are ever in doubt about the appropriateness of your appearance, please keep in mind that anything that could be considered distracting or not in the best interest of our Disney show will not be permitted.

No matter where you work or what your role is, anytime you are in a public area, you are 'on stage.' Your attitude and performance are direct reflections on the quality of our Disney show. It's those things that you don't always think of that detract from our guests' enjoyment--chewing gum, having poor posture, using a cell phone...or frowning. Like these actions, smoking and eating on stage are also strictly prohibited. All of this adds up to one of the most important aspects of your role in our show: good stage presence.

Please keep in mind that when you're in costume walking to and from your work location, these guidelines for on stage presence still apply. Nametags and full costumes (shirts tucked in, ties tied, etc.) must be worn whenever you are in the presence of guests. Nametags and/or costumes may not be worn while visiting our property as a guest, so engaging in any activities such as shopping or eating in on stage areas is not permitted in costume or while wearing your nametag, even if you're "off the clock." When necessary, ask your area leader or the Cast Image and Appearance Team for clarification on these policies.

Non-costumed Cast Members must remain especially aware of their appearance on stage. In addition to our guests' high expectations for professionalism, Cast Members look to you as a role model. When participating in meetings or other activities backstage, even when not on Disney property, you are representing the Company and naturally, all Disney Look guidelines still apply. For our non-costumed Cast, it is important to realize your "stage" is a very broad one!

Nametags

We are a first-name organization. All Cast Members have been issued a nametag, which should be worn with pride in an upright, readable position on your outer-most layer of clothing. Nametags should be worn on the left shoulder area. Based on costume design, this placement may occasionally vary. Please check with your area leader for clarification. Nametags should not be worn on lanyards, ties, hats, waistbands, or on shirt or blouse collars.

All names on company nametags shall be the Cast Members' full, legal, first or middle name, or a derivative of their name. Cast Members are permitted to have their hometown city and state or country engraved on the nametag. Participants in the College Program may choose to have the name of their college or university in place of their hometown on the nametag.

Cast Members with additional language skills may participate in the Language Program. Language Program participants will be issued a special nametag that can accommodate up to five approved language flags. For more information, please contact the College and International Programs office.

Pins and Buttons

All Cast Members have the option of wearing up to two approved pins on their nametag, in addition to any approved language flags. Stickers or other decorations are not permitted on the nametag or costume. The approved pins are:

- Most recent service pin
- Partners in Excellence pin
- 1971 Opening Team pin

In addition to the nametag and the nametag pins described above, up to two separate approved pins/buttons may be worn directly on the costume. These pins should be worn on the upper right shoulder, although this placement may occasionally vary due to costume design. The Trainer pin is included in this guideline as well as any pin or button approved in advance for a significant property anniversary or major celebration.

Any request to allow a pin or button (other than the Trainer pin) to be worn on the costume must be approved in advance by the Cast Image and Appearance Team. Following approval, a pin or button may be worn for one week from date of issue or, when appropriate, for the duration of the event. For example, Epcot Flower and Garden Festival buttons would be permitted for the duration of the festival.

Company Identification Cards

To help ensure the safety and security of our guests and Cast Members, all Cast Members are required to follow the policy below regarding Company ID cards.

Costumed Cast: Cast Members in costume must have their Walt Disney Company photo ID with them at all times, but they do not need to wear it. While backstage in costume, your ID may be worn on a lanyard (if you choose) for convenience. However, to preserve the theming of our guest show, your Company ID *may not* be worn while onstage.

Non-costumed Cast: Cast Members who are not wearing a costume are required to visibly wear their Walt Disney Company photo ID card in backstage areas at all times. Non-costumed Cast Members should not wear their Company ID while onstage unless it is in a clear holder attached to the bottom of a pin-trading lanyard. In addition:

- Nametags are not permitted on the lanyard.
- No ribbons, buttons, pins, etc., should be attached to the ID holder or lanyard strap (except as appropriate on the pin trading lanyard).
- The lanyards sold in Company D stores, which have a cloisonné Character attachment, are permitted in place of the standard black lanyard.
- Lanyard cords are not permitted in any color other than solid black.

Photo ID Requirement: Cast Members with a company ID card that does not include a photo must be prepared to show secondary photo identification (driver's license, state identification card, etc.) in conjunction with their Walt Disney Company ID card.

Eyewear

Sunglasses are a block to interpersonal communication with guests and should be avoided if possible. As a general rule, they may be worn in jobs where glare from water, counter tops, direct sunlight, etc., would prevent you from doing your job safely or efficiently. Only sunglasses that allow your eyes to be seen are permitted. No mirrored or dark, opaque lenses are allowed. Sunglasses are not to be worn at night, in dark areas, or indoors. They should be removed when engaging in extended interactions with a guest. Sunglasses should not be visible when not in use.

The frames and lenses of both eyeglasses and sunglasses should be a neutral color, such as black, brown, or metal rimmed (for frames), with a conservative style and no contrasting logos. Frames and lenses in shades such as blue, green, pink, yellow, etc. will not be permitted, as they are not neutral colors. Glasses and sunglasses should not detract from the costume or contradict the theme of the show. Prescription eyewear must also meet these guidelines.

The use of leashes or cords with glasses or sunglasses is permitted on an exception basis only, for Cast in certain limited roles. If a specific department or area requires the use of leashes or cords for safety reasons, please contact the Cast Image and Appearance Office for approval.

If colored or tinted contact lenses are worn, the resulting eye color must be natural looking and appropriate to your skin tone. Decorated lenses are not permitted, nor are any looks which would be considered distracting or not in the best interest of our Disney show.

Body Alteration or Modification

Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly detracts from a professional image is prohibited. Examples include, but are not limited to, visible tattoos, brands, body piercing (other than traditional ear piercing for women), tongue piercing or splitting, tooth filing, earlobe expansion, and acquiring visible, disfiguring skin implants.

Methods to conceal an unacceptable piercing or tattoo, such as using a bandage, are not permitted. For tattoo coverage, opaque makeup will be permitted if it *completely* conceals the tattoo. Spacers or retainers are not permitted in any visible body piercing while working. Jewelry worn in non-visible piercings that may pose a safety risk because of costume design and/or job responsibilities will not be permitted.

Personal Hygiene

Due to close contact with guests and fellow Cast Members, the use of an anti-perspirant or deodorant is required. For the same reasons, the use of strong, heavy scents and

fragrances is not permitted. If you choose to wear a scent or fragrance product, please be considerate of others and select a light, mild scent.

Medical Restrictions/Religious Accommodation Requests

Requests for an exception to the Disney Look policy for medical reasons must be presented to the Health Services Department with supporting medical documentation.

- A copy of the request and medical information will be retained at Health Services.
- A statement of approved restrictions will be issued at Health Services to be delivered to your manager.

Any request for an exception to the Disney Look policy for religious beliefs or questions regarding the accommodation of medical restrictions or religious beliefs must be directed to the Cast Image and Appearance office or your Human Resources Representative.

Entertainers

If an exception to the appearance guidelines is required for a particular role in a staged show or production, approval must be obtained from the Vice President of Entertainment and the Cast Image and Appearance Team. Otherwise, all entertainers must adhere to the appearance standards as set forth in this manual.

Appearance Policy Discipline

The appearance guidelines contained in this handbook have been established for the Walt Disney World® Resort and may be changed at any time. Failure of any Cast Member to adhere to these or any subsequently established or modified standards will result in appropriate disciplinary action, not excluding termination. Cast Members, including those covered by a collective bargaining agreement, may be disciplined when the Appearance Policy is not followed.

Ensuring consistent administration of the Walt Disney World® Appearance Policy is the responsibility of Management, the Cast Image and Appearance Team, your Human Resources representative and Employee Relations. Specific questionable deviations from the policy should be referred to the Cast Image and Appearance Team for further assessment.

GUIDELINES FOR ALL FEMALE CAST MEMBERS

Hairstyling

Following are the Disney Look guidelines for hairstyles:

- Hostesses should keep their hair neatly combed and arranged in a classic, easy-to-maintain style. Extreme styles are not permitted.
- Hair below shoulder length should be confined if it falls forward over the face while working.
- Conservative braided hairstyles without beads or ornamentation are permitted.
- Hair products may be used to create a soft, natural hairstyle within these guidelines.
- Shaving of the head or any portion of the head or eyebrows is not permitted.
- Appropriate hair confinement should be used in food service areas where required by law.
- Artificial hair is permitted if it looks natural and meets all of the above requirements.

Hair Coloring

The Disney Look does not permit extremes in dyeing, bleaching or coloring. If the hair color is changed, it must be natural looking, well maintained and appropriate to your skin tone. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all of the previously listed guidelines.

Makeup

If makeup is worn, it should be applied in a blended manner and in colors complementary to the skin tone.

If eyeliner and eye shadow are worn, they should be neutral colors that are close in value to your skin tone. Eye shadow and eyeliner should create a natural, blended look and should not extend beyond the natural eye area or the corners of the eye. Mascara may be applied lightly in shades of brown or black. If lip liner is worn, it should not contrast with the shade of the lipstick.

GUIDELINES FOR COSTUMED WOMEN

Cellular Phones and Pagers

Personal pagers, cellular phones, and personal digital assistants (i.e., Palm Pilots, etc.) may not be worn during work hours. If extenuating circumstances exist and no other accommodation can be made, a pager may be allowed with management approval. Even with approval, pagers worn by costumed Cast Members must be concealed and operated on silent mode. Company-issued pagers or cell phones will be allowed if they are required for a specific business need.

Costumes

Costumes should be clean and neat at all times. If a costume change becomes necessary during your shift, you should report immediately to your Costuming location after consulting with your leader. Costumes must be worn as they are designed. For example, they

should not be worn too loose, too tight, low on the hips, etc. Any questions pertaining to the fit of a costume should be addressed with Costuming to make sure the appearance meets the requirements for the “Disney Look.”

As a reminder, you are responsible for the proper care and handling of all costume pieces issued to you. If an item is misplaced, altered by you, or damaged due to negligence, you will be required to pay for it. Costumes issued to you remain the property of the Walt Disney World® Resort and must be returned in good condition upon request or at time of termination or transfer.

When wearing a costume off property, remove your nametag and do not wear your costume for personal use. Your costume is not to be worn when visiting Walt Disney World® property as a guest.

Fingernails

Fingernails should be kept clean. If polish is used, it should be complementary to your skin tone. This includes deeper, richer shades of polish. Polishes that are not permitted include extremely bold or bright colors such as coral, hot pink, true red, neon, multicolor, gold or silver tones. Charms or decals on fingernails are not permitted. Fingernails should not exceed one-fourth of an inch (approximately 6 mm) beyond the fingertip.

Hair Confinement and Accessories

In keeping with the Disney Look and costume theming, the following guidelines for hair accessories apply:

- A plain barrette, comb or clip no larger than one inch (approximately 2.5 cm) wide and four inches (approximately 10 cm) long is acceptable. Headbands, hair ribbons or “scrunchies” are acceptable provided that they are no wider than one inch (2.5 cm).
- All accessories must be a neutral color (silver, gold, tortoiseshell, black, clear or pearl) or a solid color that matches the costume.
- No more than three small barrettes or combs may be worn at once.
- Hair accessories are for the express purpose of holding the hair away from the face and may not be worn as a decorative addition to the costume.

Headwear

The only hats and sun visors that may be worn are those issued by Costuming as part of the costume. Check with Costuming for the proper positioning of the hat.

Jewelry

- Rings, earrings and a classic business-style wristwatch are permitted.
- Necklaces, bracelets and ankle bracelets are not permitted. A medical-alert necklace, bracelet or ankle bracelet is acceptable.
- Earrings must be a simple, matched pair in gold, silver or a color that blends with the costume. One earring in each ear is permitted. Earrings may be clip-on or pierced and must be worn on the bottom of the earlobe. Post earrings may not exceed the size of a quarter. Hoop earrings no larger than a dime are also permitted.

- Aside from earrings as listed above, jewelry may not be worn in any visible body piercing. *See previous section on "Body Alteration or Modification".*
- Only one ring on each hand is permitted, with the exception being a wedding set. A ring may be worn on any finger.

Footwear

The required shoes for a costumed area differ based on the role and the theming of the costume. Cast Members should check with management prior to purchasing their work shoes and hosiery to ensure proper style and color. It is recommended that slip-resistant rubber-soled shoes be worn in food areas as a safety precaution. Approved shoes and socks are required the first day in costume.

- For areas requiring a dress shoe (most skirted costumes), women are required to provide their own leather pump-style shoes with a plain toe (no loafers, buckles or ornamentation). Flats are permitted, but platform shoes are not. Shoes should be polished and kept in good repair. Suede and canvas are not permitted. Unless otherwise specified, flesh-tone hosiery is required at all times.
- In areas where a leather athletic shoe is required (with the exception of Disney's Wide World of Sports), shoes should be solid in color with no contrasting logos or markings. Suede and canvas are not permitted. Socks worn with a costume should also be solid in color with no logos or markings and must extend at least to the top of the ankle. Shoes and socks must be clean and in good condition.
- While working at Disney's Wide World of Sports, a white or black leather lace-up athletic shoe is required. Multicolored stripes or logos are permitted on the shoe. Extreme styles such as platform shoes or shoes with lights, neon colors, wheels, etc. are not permitted.
- In certain limited areas, a role may require (or have an additional option for) shoes such as hiking boots, solid black beach sandals (lifeguards), fisherman sandals, steel-toe shoes, culinary clogs, etc. For specific guidelines on these shoes, please check with the Costuming area at your work location.

Skirt Lengths

There are standard skirt lengths for each costume. Please check with Costuming for further information if needed. When a costume with a full-length skirt is worn, it should be no longer than ankle length.

Undergarments

Cast Members are required to wear appropriate undergarments at all times. Patterned or colored undergarments that are visible when worn under light-colored costumes are not permitted.

A solid white crewneck or v-neck undershirt is permitted under costumes with a traditional neckline. Undershirts should be only minimally visible at the neckline and should not extend past the sleeves.

GUIDELINES FOR NON-COSTUMED WOMEN

To maintain the Disney image of excellence, clothing should be classic in style, clean, neatly pressed and fit properly. Clothing should not appear too tight, short in length, faded or in need of repair.

Classic clothing, jewelry, accessories and shoes are simple, unexaggerated styles. A fashion classic is neither outdated nor a short-lived fad, but a timeless, yet current, look. Classic styles form the foundation of a versatile, coordinated wardrobe that delivers a polished presence and supports an image of excellence.

Business Attire for Women:

- Professional options for women include dress pants with a classic style blouse or sweater, skirted or pants suit, dress with or without a jacket, and business-style walking shorts with a blouse and jacket or vest.
- A blazer or suit may be required at certain times, depending on your work location and the nature of your role. Check with your area leader for more information.
- Cotton twill pants (i.e., Dockers, khakis) are permitted only if they are neatly pressed, creased and appear to be professionally laundered.
- Non-costumed Cast Members are permitted to wear a short- or long-sleeved oxford-style dress shirt with property-specific embroidered logo. A blazer is optional.
- In addition to the options above, non-costumed Cast Members in Sports and Recreation are permitted to wear dress or golf style shorts no shorter than three inches (7.6 cm) above the top of the knee. Shorts may be paired with a professional-style blouse (as detailed above) or with a neat, well-maintained polo or golf style shirt. Shorts are not permitted in Golf Operations or for office-based Cast in this area.
- Clothing not permitted includes polo or golf style shirts (except for Sports & Recreation Cast), cargo-style pants, t-shirts, sundresses, sleeveless tops or dresses (without a jacket), capri pants, leggings, casual shorts, wrap-around shorts, one-piece rompers and garments made of denim fabrics.
- Winter jackets and coats should also present a professional appearance and should be made of fabrics traditionally acceptable in business. For example, wool, leather and microfiber offer good choices. Denim, nylon satin and other casual fabrics would not meet these professional guidelines.

Clothing Lengths

Dress and skirt lengths may range from three inches (7.6 cm) above the top of the kneecap bone to the bottom of the ankle. The length of shorts should be from the top of the kneecap bone to three inches (7.6 cm) above the top of the kneecap bone. Slits in skirts, kick pleats and buttoned or snapped closures should not exceed five inches (12.7 cm) above the middle of the knee. Pants should be long enough to touch the bottom of the ankle.

Fabrics and Patterns

Fabrics should be those traditionally acceptable for business such as tweed, wool, cotton, polyester, silk, linen, rayon or blends of these fibers. Unacceptable fabrics include

spandex, gauze, metallic fabrics, sheer fabrics, clinging knits, denim and chambray. Patterns that are large graphics, large company and non-company logos, and styles or patterns that suggest extremely casual sportswear are not permitted.

Fingernails

Fingernails should be kept clean. If polish is used, it should be complementary to your skin tone. This includes deeper, richer shades of polish. Polishes that are not permitted include neon, black, gold, silver or multi-colored. Charms or decals on fingernails are not permitted. Fingernails should not exceed one-fourth of an inch (approximately 6 mm) beyond the fingertip.

Hair Accessories

Hair accessories should be a classic style and should coordinate with the outfit.

Headwear

Non-costumed Cast Members, while working outdoors only, may wear hats made of natural materials, such as straw, with a small brim for protection from the sun. These should be a simple classic style, solid tan or brown in color. Hatbands must be a solid color similar to the color of the hat. Baseball caps are not permitted.

Jewelry

- Rings, necklaces, bracelets, earrings, lapel pins and a business-style wristwatch are permitted. A pin, brooch or scarf clip in good business taste is also acceptable.
- Two necklaces and two bracelets in good business taste that blend with the outfit and each other are permitted.
- Ankle bracelets are not permitted.
- One earring in each ear is permitted. It must be a simple, matched set. Earrings may be clip-on, pierced, hoop or dangle and must be worn on the bottom of the earlobe. Earrings may not exceed the size of a quarter.
- Aside from earrings as listed above, jewelry may not be worn in any visible body piercing. *See previous section on "Body Alteration or Modification".*
- Only one ring on each hand is permitted, with the exception of a wedding set. A ring may be worn on any finger.

Footwear

Dress shoes or boots in good business taste are required. Classic dress shoes are permitted to have an open toe, open heel or a slingback (strap around the heel). Athletic shoes, sandals and western boots are not permitted. Hosiery must be worn at all times and may be sheer or opaque in subdued shades.

GUIDELINES FOR ALL MALE CAST MEMBERS

Facial Hair

- For all male Cast Members, mustaches are permitted, but must be neatly trimmed and not present a bushy or unkempt appearance.
- Mustaches must not extend onto or over the upper lip and must extend to the corners of the mouth, but not beyond or below the corners.
- Aside from mustaches, Cast Members are expected to be clean-shaven every day. Beards, goatees and any extreme mustache styles are prohibited.
- Mustaches must be fully grown on the Cast Member's hire date or must be fully grown during vacation or other non-working periods. No exceptions.

For clarification on whether a mustache is fully-grown, please consult your area leader. If additional assistance is needed, contact the Cast Image and Appearance Team.

Fingernails

Clean, presentable fingernails are a must. Fingernails should not extend beyond the tip of the finger.

Hairstyling

Following are the Disney Look guidelines for hairstyles:

- Hair must be neatly cut and tapered on the back and sides, forming a smooth, symmetrical appearance so that it does not extend beyond or cover any part of the ears or the shirt collar. The overall style must be neat, natural, and balanced proportionally.
- A shaved head is permitted, as well as a very short military-style cut. Shaving of the eyebrows is not permitted.
- Conservative braided hairstyles for men without beads or ornamentation are permitted provided that they are styled above the ears and cut above the collar and are neatly braided close to the scalp in straight rows.
- Tucking hair behind the ears, pinning it under or tucking it under a hat to conceal an unacceptable hairstyle will not be permitted.
- Extreme or bi-level styles are not permitted.
- Hair products may be used to create a soft, natural hairstyle within these guidelines.
- Appropriate hair confinement should be used in food-service areas where required by law.
- Artificial hair is permitted if it looks natural and meets all of the above requirements.

Hair Coloring

The Disney Look does not permit extremes in dyeing, bleaching or coloring. If the hair color is changed, it must be natural looking, well maintained and appropriate to your skin tone. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all of the previously listed guidelines.

Sideburns

Sideburns should be neatly trimmed, straight and even in width, and may be permitted to extend to the bottom of the earlobe. They should blend naturally from the length of hair on the head. Flares or muttonchops are not permitted.

GUIDELINES FOR COSTUMED MEN

Cellular Phones and Pagers

Personal pagers, cellular phones, and personal digital assistants (i.e., Palm Pilots, etc.) may not be worn during work hours. If extenuating circumstances exist and no other accommodation can be made, a pager may be allowed with management approval. Even with approval, pagers worn by costumed Cast Members must be concealed and operated on silent mode. Company-issued pagers or cell phones will be allowed if they are required for a specific business need.

Costumes

Costumes should be clean and neat at all times. If a costume change becomes necessary during your shift, you should report immediately to your Costuming location, after consulting with your leader. Any questions pertaining to the fit of a costume should be addressed with Costuming to make sure the appearance meets the requirements for the "Disney Look."

As a reminder, you are responsible for the proper care and handling of all costume pieces issued to you. If an item is misplaced, altered by you, or damaged due to negligence, you will be required to pay for it. Costumes issued to you remain the property of the Walt Disney World® Resort and must be returned in good condition upon request or at time of termination or transfer.

When wearing a costume off property, remove your nametag and do not wear your costume for personal use. Your costume is not to be worn when visiting Walt Disney World® property as a guest.

Headwear

The only hats and sun visors that may be worn are those issued by Costuming as part of the costume. Check with Costuming for proper positioning of the hat.

Jewelry

- Rings, a small tie tack and a classic, business-style wristwatch are permitted.
- Necklaces, bracelets and ankle bracelets are not permitted. A medical-alert necklace, bracelet or ankle bracelet is acceptable.
- Jewelry may not be worn in any visible body piercing. *See previous section on "Body Alteration or Modification".*
- Only one ring on each hand is permitted. A ring may be worn on any finger.

Footwear

The required shoes for a costumed area differ based on the role and the theming of the costume. Cast Members should check with management prior to purchasing their work shoes and socks to ensure proper style and color. It is recommended that slip-resistant rubber-soled shoes be worn in food areas as a safety precaution. Approved shoes and socks are required the first day in costume.

- For areas requiring a dress shoe, men are required to provide their own leather lace-up shoes with a plain toe (no loafers, buckles or ornamentation). Shoes should be polished and kept in good repair. Suede and canvas are not permitted. Unless otherwise specified, socks are required at all times and should be the same color as the required shoe for the work location.
- In areas where a leather athletic shoe is required (with the exception of Disney's Wide World of Sports), shoes should be solid in color with no contrasting logos or markings. Suede and canvas are not permitted. Socks worn with a costume should also be solid in color with no logos or markings and must extend at least to the top of the ankle. Shoes and socks must be clean and in good condition.
- While working at Disney's Wide World of Sports, a white or black leather lace-up athletic shoe is required. Multicolored stripes or logos are permitted on the shoe. Extreme styles such as platform shoes or shoes with lights, neon colors, wheels, etc. are not permitted.
- In certain limited areas, a role may require (or have an additional option for) shoes such as hiking boots, solid black beach sandals (lifeguards), fisherman sandals, steel-toe shoes, culinary clogs, etc. For specific guidelines on these shoes, please check with the Costuming area at your work location.

Undergarments

Cast Members are required to wear appropriate undergarments at all times. Patterned or colored undergarments that are visible when worn under light-colored costumes are not permitted.

A solid white crewneck or v-neck undershirt is permitted under costumes. Undershirts should be only minimally visible at the neckline and should not extend past the sleeves.

GUIDELINES FOR NON-COSTUMED MEN

To maintain the Disney image of excellence, clothing should be classic in style, clean, neatly pressed and creased, and fit properly. Clothing should not appear too tight, too baggy, faded or in need of repair.

Classic clothing, jewelry, accessories and shoes are simple, unexaggerated styles. A fashion classic is neither outdated nor a short-lived fad, but a timeless, yet current, look. Classic styles form the foundation of a versatile, coordinated wardrobe that delivers a polished presence and supports an image of excellence.

Business Attire for Men

- Dress trousers and a short or long-sleeved professional style shirt are required. Shirts must be tucked in, with the exception of sweaters specifically tailored otherwise.
- A tie, sport coat or suit may be required at certain times, depending on your work location and the nature of your role. Check with your area leader for more information.
- Cotton twill trousers (i.e., Dockers, khakis) are permitted only if they are neatly pressed, creased and appear to be professionally laundered.
- Non-costumed Cast Members are permitted to wear a short- or long-sleeved oxford-style dress shirt with property-specific embroidered logo. Sport coat, blazer and tie are optional.
- In addition to the options above, non-costumed Cast Members in Sports and Recreation are permitted to wear dress or golf style shorts no shorter than three inches (7.6 cm) above the top of the knee. Shorts may be paired with a professional-style shirt (as detailed above) or with a neat, well-maintained polo or golf style shirt. Shorts are not permitted in Golf Operations or for office-based Cast in this area.
- Clothing not permitted includes polo or golf style shirts (except for Sports & Recreation Cast), cargo-style trousers, t-shirts and garments made of denim fabrics.
- Winter jackets and coats should also present a professional appearance and should be made of fabrics traditionally acceptable in business. For example, wool, leather and microfiber offer good choices. Denim, nylon satin and other casual fabrics would not meet these professional guidelines.

Fabrics and Patterns

Fabrics should be those traditionally acceptable for business such as tweed, wool, cotton, polyester, silk, linen, rayon or blends of these fibers. Unacceptable fabrics include spandex, metallic fabrics, sheer fabrics, clinging knits, denim and chambray. Patterns that are large graphics, large company and non-company logos, and styles or patterns that suggest extremely casual sportswear are not permitted.

Headwear

Non-costumed Cast Members, while working outdoors only, may wear hats made of natural materials, such as straw, with a small brim for protection from the sun. These should be a simple classic style, solid tan or brown in color. Hatbands must be a solid color similar to the color of the hat. Baseball caps are not permitted.

Jewelry

- Lapel pins, tie bars or clips, collar bars, cufflinks, rings, a bracelet and a business-style watch are permitted.
- One bracelet, in good business taste, in gold, silver or a color that blends with your clothing is permitted. The width of the bracelet may not exceed one-half inch (1.3 cm). Necklaces and ankle bracelets are not permitted. A medical-alert necklace, bracelet or ankle bracelet is acceptable.
- Jewelry may not be worn in any visible body piercing. *See previous section on "Body Alteration or Modification"*.
- Only one ring on each hand is permitted. A ring may be worn on any finger.

Footwear

Dress shoes and socks in good business taste are required. Sandals, athletic shoes, western boots and deck shoes are not permitted.