YOUR PERSONAL GROOMING & HYGIENE STANDARDS
WHY IS IT IMPORTANT TO BE WELL GROOMED AT ALL TIMES?
WHO BENEFITS?
WHY IS IT IMPORTANT TO KEEP YOUR BODY PARTS FREE OF GERMS?
Which are the places where germs get attracted?

- **Phone**: 25,127 germs per sq. in.
- **Mouse**: 1,676 germs per sq. in.
- **Keyboard**: 3,295 germs per sq. in.
- **Desktop**: 20,961 germs per sq. in.

**Take “germ control” into your own hands. Fight the spread of germs on your desk**
WHEN DO YOU WASH YOUR HANDS?
LIST DOWN ALL THE THINGS THAT EACH ONE OF YOU DO ON A DAILY BASIS IN ORDER TO BE WELL GROOMED.
Hair should be well combed, clean and free of dandruff or hair fall.
Avoid spiked hair, highlighted, tinted or colored hair.
Avoid using soap on your scalp, as it contains soda-bicarb which leads to hair loss and split ends.

Use a shampoo instead to suit your hair type.
HAIR TYPES

A. Dry:
If your hair is dry, wash your hair preferably twice a week, regular oiling is essential to avoid dandruff.

B. Normal:
If you have normal hair, wash it twice or thrice a week.

C. Oily:
If you have oily hair, wash your hair more frequently
Do not rub a towel on your scalp, because hair follicles get damaged leading to hair fall.

Wash your comb, disinfect it once a week with dettol.

Do not share your comb with any colleague.
Avoid using coconut oil which is a saturated oil and forms a film on your scalp leading to dandruff.

Excessive dandruff leads to pimples, resulting in itchiness that looks terribly unhygienic while on duty.

Never use perfumed or strong smelling oil.

Instead, use sesame oil, olive oil or almond oil.
- Long hair attracts dirt and grime when it comes in contact with perspiration and tends to emit a foul smelling, leading to body odour.

- Instead, maintain a short hairstyle, it is easy to maintain.
FACE
- Wash your face frequently with a mild face wash and room temperature water.
- Never use soap above the neck.
- Do not pinch blackheads or pimples.
- Instead, use a clean handkerchief to wipe your face.
 For dry skin, use a moisturizer on a daily basis.

 For sun tanned skin, use a sun screen lotion with an SPF 20–30
 Brush with a medium quality toothbrush.

 Use a tongue cleaner to keep breath fresh and in good condition.

 Never eat garlic or onion during meals while on duty.
Teeth should be free of tartar, cavities or nicotine stains.

Rinse your mouth properly after consuming food.

Never chew gum, sweets or paan or supari while on duty.

Never dig your teeth with sharp objects. Use dental floss.
Flush out the toxins and keep your skin glowing and free from blemishes.

Consume plenty of water every morning.

In case of skin allergies, immediately attend to it by visiting a skin specialist.
- Always bandage or cover wounds properly.
- Never use strong smelling perfume.
Never scratch body parts

Never bite dry skin on your hands.
HANDS
Hands should be washed as frequently as possible.

Especially before and after meals.

After using the toilet or picking floor droppings, or dusty items.

Always use hand gloves while using any chemicals or picking up dirt.
Nails should be well trimmed and free of nicotine stains.

Never put your fingers in your mouth, nose or ears or touch any body parts in view of customers.
Never cover your mouth with bare hands, always use a clean handkerchief while coughing, sneezing or wiping your perspiration.
While bathing
Use room temperature water with a teaspoon of powdered alum, it helps reduce perspiration and body odor.

Do not take a hot water bath as it opens the body pores and makes you sweat excessively.

Always scrub all body parts thoroughly, especially ears, nose, armpits, joints, hands, groin and feet, as germs thrive in these areas.
- Preferably use a loofah.
- Always change undergarments daily (vest & underwear) and do not wear them if damp.
- Wipe your body dry before wearing clothes.
As you are required to stand for long hours while on duty, clean the soles of your feet properly while bathing to avoid formation of dry skin, corns or skin sores.

Always use a foot powder (Mycoderm) before wearing cotton socks to minimize perspiration.
 Toe nails should be properly trimmed to avoid discomfort while wearing footwear.

 Never drag your feet while walking, run across aimlessly or walk in long strides.

 Dip your feet every night in like warm salt water to help relieve them.
SHOES
To choose a comfortable pair of footwear, place your thumb inside the shoe behind your heel – if it seeps in, its an ideal pair for use.

Shoes should be in good condition, well polished and properly worn.

The heels of the shoes should never be noisy or squeaky.

At night place two camphor balls in each shoe to remove musty and foul smell.
Excessive jewellery is a distraction while on duty and portrays an unprofessional image.

You should wear clean black cotton socks.

Neckties to be worn neatly.
 Name badge to be worn at all times.

 You should not wear finger rings, pendants, earrings, bracelets or coloured wristbands.
- Religious coloured threads should not be visible from the shirt sleeve.

- A simple wrist watch should be worn.

- No mobile phones to be carried on duty.

- Only the belt provided by the organisation should be worn through the loops of the trouser.
YOUR GROOMING is incomplete WITHOUT a ............