

DATED

DRESS CODE

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1. PURPOSE

- 1.1 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:
- (a) promote a positive image and staff look professional;
 - (b) respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
 - (c) take account of health and safety requirements; and
 - (d) help staff decide what clothing it is appropriate to wear to work.
- 1.2 Different departments may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.
- 1.3 We expect staff to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

2. APPEARANCE

- 2.1 While working for us you represent us with clients and the public. Your appearance contributes to our reputation and the development of our business.
- 2.2 It is important that you appear clean and smart at all times when at work, particularly when you may be in contact with clients, other business contacts or the general public.
- 2.3 Staff should not wear casual, gym or beach wear to work. This includes track suits, sweat-shirts, casual or sports t-shirts or shorts, combat trousers, jogging bottoms, or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.

- 2.4 Footwear must be safe and clean and take account of health and safety considerations.
- 2.5 Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.
- 2.6 Staff should not wear clothing or jewellery that could present a health and safety risk.

3. RELIGIOUS AND CULTURAL DRESS

- 3.1 Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.
- 3.2 Where necessary your line manager can disseminate appropriate information explaining cultural dress and customs.
- 3.3 Priority is at all times given to health and safety requirements.

4. IMPLEMENTING AND REVIEWING OUR DRESS CODE

- 4.1 Managers are responsible for ensuring that staff observe the standards set by this dress code.
- 4.2 Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 4.3 We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our staff and all those they deal with.