

## **Dress Code Policy**

### **1. Introduction**

This policy is not exhaustive in setting out acceptable standards of dress and appearance. Staff must use common sense when applying the principles underpinning the policy. Managers in the organisation will be responsible for enforcing the policy. Staff should raise any questions or concerns which they may have about this policy with their line manager in the first instance.

Individual departments and areas of the organisation may have different dress codes as they may have specific health and safety requirements or they may be customer/client-facing.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

### **2. Policy Aims**

This policy is basic guidance for everyone working for the organisation (referred to in this policy as staff including employees, workers, consultants and agency workers) as to the minimum standards of dress and appearance expectations, in the workplace and when representing the organisation away from the workplace. The organisation wishes to reflect an efficient, orderly and professional organisation and to give confidence to service users and those third parties with whom the organisation interacts.

### **3. Standards of Appearance**

- All staff are required to be neat, clean and well-groomed while at work, whether they are working on the organisation's premises or elsewhere.
- Staff who are customer/client-facing are required to wear smart casual clothing. This may, at the organisation's discretion, be relaxed during extreme weather conditions (for example, in hot weather) and also on particular days (for example on Fridays) depending on the needs of the organisation or different departments.
- Where staff are required to wear a uniform must ensure it is clean and worn in a presentable fashion. Uniforms must not be altered in any way without the organisation's permission. Any item of uniform is the property of the organisation and must be returned at the end of employment in good condition (fair wear and tear excepted).
- Staff in roles which require protective clothing (for example hard hats, masks, gloves and aprons) are required to wear this clothing while carrying out their duties whenever required by law or by the organisation's internal policy and procedure.
- Any member of staff whose job involves working with machinery/food must keep their hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for health, safety and hygiene reasons.
- Staff who are not customer/client-facing, or on days when the formal dress code is relaxed, are required to wear smart casual clothing. This must not include tracksuits, football shirts, shorts, gym wear, mini or micro skirts/low-cut or transparent clothing.
- All clothing must be clean and it should not be ripped or torn. If clothing has wording or pictures on it, this should not be offensive.

- Clothing should not expose too much skin, should not be low-cut and should cover the midriff or any other areas of the body normally covered during work time.
- Staff should not display tattoos which could cause offence and those who are client/customer-facing, or in specific roles, may be asked to cover up tattoos. Any staff who are unsure as to whether or not a tattoo may be offensive should speak to their manager. The organisation will have the final say on whether or not a tattoo should be covered up.
- Hair should be neat, tidy and well groomed.
- Jewellery should not be excessive, unconventional or pose a health and safety risk.
- Footwear should be clean and not pose a health and safety risk.

#### **4. Equality and Diversity**

The organisation recognises and embraces the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and any uniform requirements. However, priority will always be given to health and safety, security and other similar circumstances such as whether or not the organisation has, on occasion, a specific need to have an entirely neutral environment.

The organisation appreciates there are sometimes no equivalent items of dress between business clothes traditionally associated with men and those traditionally associated with women, such as the wearing of ties. However, it is expected an equivalent level of smart clothing will be worn by all staff of any gender, regardless of how they identify, according to the circumstances.

The organisation will make reasonable adjustments to this policy to support staff who are disabled (for example, if unable to wear shoes).

Where staff identify as transgender this policy will be applied and adapted sensitively and flexibly. If a transgender member of staff is required to wear a uniform, the organisation will ensure arrangements have been made to provide them with an appropriate uniform.

#### **5. Issues and Complaints**

If a member of staff arrives at work not dressed in accordance with this policy, depending on the circumstances, the organisation may require them to return home to change. This may be without pay if they have no good reason for not complying with the policy.

Failure to comply with this policy may result in disciplinary action.

Staff will never be asked to wear inappropriate clothing such as short skirts or low-cut tops, shoes of a particular height or instructed to wear make-up or nail varnish. In the event this should ever happen, staff should raise this with their line manager immediately or more senior manager if the issue involves their line manager.

#### **6. Monitoring and Review**

Conventions in relation to dress and appearance may change over time and the organisation may adapt the way in which this policy is put into practice to reflect those conventions.



## **7. Data Protection Act 2018**

The organisation will treat all personal data in line with obligations under the current data protection regulations.