

DRESS CODE	Doc Ref: MHC/CNS
POLICY AND PROCEDURE	Last Review Date: 02.09.21
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Service Type: All Services	
Policy & Procedures: Operations	

1. INTRODUCTION

The Company wishes to portray a professional business image to its clients, customers, and other business contacts at all times. As a result, it operates minimum standards of dress and appearance, which require employees to dress in a manner that is suitable and appropriate to the Company's business both within the workplace and when representing the Company.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and employees must therefore use common sense in adhering to the principles underlying the policy.

2. Dress and appearance

- 2.1 All employees are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company's premises or elsewhere on Company business.
- 2.2 If, as part of your job duties, you come into contact with the Company's clients or customers or members of the public, you must adhere to the following minimum dress and appearance standard below 2.4.
- 2.3 Employees may wear casual clothing to work, unless otherwise advised by their line manager and subject to business requirements.
- 2.4 You are permitted to wear more casual clothing to work but the following are still classed as unacceptable attire for all employees:
 - Leggings, combat trousers or torn trousers.
 - Shorts or miniskirts.
 - Sports clothing, for example tracksuits and football shirts.
 - Tight fitting T-shirts and vest tops.
 - Low cut or transparent tops.
 - Tops with slogans or symbols that could cause offence.
 - Clothing in a poor state of repair.
 - Excessive or unconventional jewelry.
 - Low rise / hipster trousers (revealing underwear)

3. Employees who are required to wear protective clothing and equipment

- 3.1 Employees who occupy roles that require protective clothing or personal protective equipment under the Personal Protective Equipment at Work Regulations 1992 (as amended), such as

hard hats, gloves and masks, are required to wear this clothing whilst at work, whether

working on the Company’s premises or elsewhere on Company business, whenever required by law or by Company rules. Any personal protective equipment will be supplied and maintained by the Company and it remains the property of the Company. Employees must therefore take care of the personal protective equipment and return it in good condition.

3.2 If your job brings you into contact with machinery or involves working with food or with children or vulnerable adults, for health and safety and/or hygiene reasons your hair must be kept short or tied back at all times and you must not wear jewellery other than a wedding ring.

3.3 Finally, the Company accepts that members of certain ethnic or religious groups are subject to strict religious or cultural requirements, or may have particular religious or cultural preferences, in terms of their clothing and appearance. The Company recognises the diversity of religions and cultures of its employees and will take a sensitive approach when this affects dress requirements. Subject to necessary health and safety, hygiene and security requirements and other similar considerations, the Company will not insist on dress rules which run counter to the cultural norms or the religious or cultural preferences of such employees. If you are uncertain whether a particular item of clothing is acceptable or not, please speak to LINE MANAGEMENT for advice.

4. Personal hygiene

4.1 In addition to the minimum standards of dress and appearance set out above, all employees are required to take all reasonable steps to maintain acceptable levels of personal hygiene. This includes ensuring that you do not have body odour, dirty or stale-smelling clothing, dirty hair or bad breath whilst at work, whether working on the Company’s premises or elsewhere on Company business. Poor personal hygiene can result in an unacceptable working environment for other employees, given the close proximity in which you have to work, and it can create a negative image of the Company when dealing with clients and customers.

4.2 You must also refrain from wearing excessively strong smelling aftershaves or perfumes as these can be equally unacceptable to third parties.

4.3 The Company accepts that, occasionally, a problem of body odour or bad breath may be as a result of a health or medical issue and may not always be due to a lack of personal hygiene. In this case, you should seek medical advice from your doctor and follow that advice.

4.4 Policy compliance

4.1 If you fail to comply with the above rules, this will be dealt with in accordance with the Company’s disciplinary procedure. In addition, depending on the circumstances of the case, you may be required to go home and change your clothing or bathe. If this happens, you have no right to be paid for the period of your absence from work.

I hereby have read and understood the above and agree to adhere to the dress code policy.

Sign.....

Date.....

