

Example policy: Dress, Appearance and Uniform policy



Dress, Appearance and Uniform policy.

The Company wishes to portray a professional business image to its clients and customers.

As a result, the Company operates minimum standards of dress and appearance, which requires employees to dress in a manner that is suitable and appropriate to the Company's business. This policy applies to all employees.

All staff are expected to be of smart appearance whilst on duty and to wear current company issue clothing only, relevant to the time of year. Overall, staff should present a clean, smart, well covered and well groomed appearance, whether working on the Company's premises or elsewhere on behalf of the Company.

Failure to dress appropriately may result in a member of staff being sent home to change and being requested to make up the time lost within 3 working days. Persistent failure to dress appropriately will result in formal disciplinary action.

Personal Hygiene

Employees should be clean, tidy and fresh in appearance with freshly washed clothing.

Footwear

Safety shoes/boots must be worn at all times

Issued anti-slip grippers must be attached to shoes/boots during icy weather conditions.

Health and safety

If your job brings you into contact with machinery, for health and safety reasons your hair must be kept short or tied back at all times and jewellery of any type must not be worn.

Ethnic and religious groups

Finally, the Company accepts that members of certain ethnic or religious groups are subject to strict religious or cultural requirements in terms of their clothing and appearance. Subject to necessary health and safety requirements, the Company will not insist on dress rules which run counter to the cultural norms of such employees.