



DRESS CODE FOR EMPLOYEES

26th January 2021

The Authority aims to provide a professional and high quality of service to residents and all external organisations we conduct business with, at all times, whether this is through in-person or online contact. The principle of respect for residents and external organisations is expected at all times. In order to achieve this it is important to have appropriate standards in relation to staff's appearance and dress. It is important that your appearance and dress are appropriate to the work you do; this applies to all staff, whether working in direct service provision or in a support service.

Staff come from a wide range of backgrounds and cultures and will want to exercise choice in the clothing they wear to work, it is also recognised that particular working conditions e.g. working outside need to be taken into consideration. It is not our intention to impose a particular style of dress or appearance but to recommend a set of appropriate standards.

Managers are responsible for providing specific guidance on the standard of dress that is appropriate for the type of work undertaken. These specific guidelines must be observed where they are in existence.

1. General Rules

Staff are expected to have a clean and tidy appearance and items of clothing should be in good repair.

Health and safety is an over-riding consideration and must be taken into consideration in relation to clothing, footwear, hair and make-up, body piercing and any jewellery worn.

Where protective clothing or a uniform is provided it must be worn when required and any other health and safety requirements relevant to dress or appearance must be followed.

Clothes worn for cultural or religious reasons are acceptable unless there is a specific risk to health and safety.

Staff with visible piercings may be asked to remove them when dealing directly with the public, unless they are worn for cultural or religious reasons. Any Tattoos which depict nudity or could be deemed to be offensive or intimidating should be kept covered at all times.

2. Standards

Staff are expected to dress appropriately for the type of work undertaken and must follow any specific guidance issued. All staff should ensure that they project a professional image at all times whilst at work. The guiding principle is that the way you dress should demonstrate respect for those you come into contact with through the course of your duties, help establish the boundaries of the relationship and not be a distraction. The minimum standard of dress is smart casual. What is considered suitable and appropriate will depend on the activity you are engaged in.

The following items of dress would normally be considered to be inappropriate where smart casual dress is required;

- T-shirts or tops with logos, slogans or pictures containing nudity or foul or suggestive language or promoting contractors;
- Overly casual clothing;
- Revealing attire (i.e. shorts, cropped tops, clothes made of see-through materials and clothes that expose areas of the body that should be covered in the work place); and
- Headwear such as baseball caps or “beanie” hats are considered inappropriate within the office environment, although headwear worn for religious, cultural or medical reasons are acceptable unless there is a specific risk to health and safety. Where particular dress obscures member of staffs identity these should be removed.

These examples are not intended to be inclusive or exhaustive but to give an indication of the standards of dress expected. Managers will give further guidance as necessary in relation to the particular work area.

3. Unacceptable appearance or dress

If your manager considers that an individual’s appearance or dress falls below the acceptable standards then they will speak to the individual directly to advise why the appearance or dress does not meet the required standards and the individual will be asked to comply with the code at all times in future. If necessary, the individual may be asked to leave work and return in attire that complies with the dress code. If an individual repeatedly breaches the code then action may be taken under the Authority’s Disciplinary Code of Practice.