

DRESS AND APPEARANCE POLICY

Title: Dress and Appearance Policy

Abstract: This policy details the minimum standard of dress and appearance, which require employees to dress in a manner that is suitable and appropriate to the Company's business.

Author: [Author Name]

Business Approval: [Approver Name]

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AMENDMENT RECORD

Issue Number	Date Issued	Description and Author
001		Original Issue

Employee Dress and Appearance

It is important for the success of our Company that we portray a professional business image to our clients and customers. As a result, we operate minimum standard of dress and appearance, which require employees to dress in a manner that is suitable and appropriate to the Company's business.

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.

Customer-facing Employees

If, as part of your job duties, you come into contact with the Company's clients or customers, you must stick to the following minimum dress and appearance standards:

1. You should wear a business suit (comprising jacket plus co-ordinating trousers, skirt or dress) in a discreet colour and a smart shirt or blouse whilst working. Alternatively, if appropriate, you should wear the uniform and/or protective clothing provided to you.
2. You should wear smart shoes in a discreet, dark colour.
3. Hair should be kept neat and well-groomed.
4. Jewellery should be kept to a minimum.
5. Nose rings, eyebrow rings and other facial piercings are prohibited.
6. Tattoos should be kept covered and should not be visible.

Non Customer-facing Employees

Even if your job does not bring you into contact with the Company's clients or customers, the following are still classed as unacceptable for all employees:

- Torn, dirty or clothing ill-suited to your tasks.
- Shorts or miniskirts.
- Sports clothing, for example football kit.
- Clothing displaying inappropriate, offensive or insensitive messages or images .
- Footwear that is ill suited or dangerous to your tasks.
- Excessive jewellery.

Operating Machinery

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 you must not wear jewellery other than a wedding/engagement ring.

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Ethnic Religious and Other Sensibilities

Subject to necessary health and safety requirements, the Company will not insist on dress rules which run counter to the cultural norms of anyone who is subject to strict religious or cultural requirements in terms of their clothing and appearance.