

Dress and Appearance Policy

Reviewed

June 2006

Policy Approval

Council x date

Policy Statement

The Council wishes to portray a professional business image to its customers, partners and suppliers. As a result, it operates minimum standards of dress and appearance, which require you to dress in a manner that is suitable and appropriate to the Council's business.

Specific Policy Areas

You are required to be neat, clean and presentable whilst at work, whether working on the Council's premises or elsewhere on Council business. Dress and appearance codes may be relaxed during periods of extreme weather and this will be advised by a Director or Head of Service.

Our dress code is described as smart. We expect:

- presentable trousers, skirts, dresses, shirts and ties or blouses
- smart shoes
- hair that is kept neat; hairstyles and colours which are conventional
- jewellery which is kept to a minimum and no multiple sets of earrings
- tattoos should be kept covered wherever possible.

Examples of unacceptable attire are listed below. This list is not exhaustive:

- jeans, leggings, combat or torn trousers
- clothes which are too revealing, short or skimpy
- nose rings, eyebrow rings and any other facial piercings*
- shorts (if you are office based) or miniskirts
- sports clothing such as tracksuits and football shirts
- trainers or flip flops
- excessive jewellery.

If your job brings you into contact with machinery, your hair should be tied back or kept short at all times for health and safety reasons. You should also remove all jewellery.

*The Council accepts that members of certain ethnic or religious groups are subject to strict religious or culture requirements in terms of their clothing and appearance. Subject to necessary health and safety requirements, the Council will not insist on dress rules which run counter to the cultural norms of such employees. If you are uncertain as to whether a particular item of clothing is acceptable or not, please contact Human Resources.

If you fail to comply with the above rules, this is considered a serious matter and will be dealt with in accordance with the Council's DISCIPLINARY POLICY AND PROCEDURE. In addition, depending on the case, you may be required to go home and change your clothing. If this happens you have no right to be paid for the period of your absence from work.

Policy Consultation

This policy has been agreed by the Strategic Management Team, Executive Board and Staff Joint Forum.

Policy Review

The Head of Organisational Development will review this policy in the light of any legislation and in May 2008 to consider any changes required.

Related Policies and Strategies

- Absence Management Policy
- Disciplinary Policy