

# Pioneering Care Partnership (PCP) Dress Code Procedure

## Purpose of Procedure

This procedure aims to encourage all staff and representatives of PCP to promote a positive and professional image through their dress, appearance and personal presentation.

## Responsibilities

**Senior Management** will advise line managers, staff and Representatives of PCP on this procedure and the interpretation of this procedure.

**Line Managers** will ensure that all of their staff are aware of this procedure and comply with the requirements.

**All staff and representatives of PCP** are to be responsible for their own presentation, appearance and hygiene in accordance with this procedure.

## Scope

This policy applies to all employees, including casual staff and volunteers.

## Dress Code Procedure

PCP aims to ensure an employer's dress code must not be discriminatory in respect of the protected characteristics in the Equality Act 2010 for age, disability, gender reassignment, religion or belief, sex, or sexual orientation.

PCP recognises that, like most organisations, all employees and representatives of PCP, act as ambassadors of the organisation and should therefore be dressed accordingly.

The way in which PCP employees and representatives of the organisation dress and present themselves plays an important part in the image that PCP portrays to service users, suppliers and the general public. For this reason, you are asked to be aware of the presentation of yourself and to adhere to the dress code policy at all times when representing PCP.

It is appreciated that those employees, and representatives who undertake specific tasks i.e. hydrotherapy pool or project support, need to wear clothing appropriate to the nature of their work.

## Dress Code Requirements

- Where uniforms have been issued, these should be worn at the agreed times.
- It is expected that PCP employees and representatives will apply a common sense approach to the dress code and dress in an appropriate smart / casual manner, with sensible footwear appropriate to the role.
- When employees and representatives of PCP are meeting with external stakeholders, smart attire is appropriate.

- Employees and representatives of PCP should consult their line manager regarding any dress requirements specific to their department.
- All staff, Trustees and Volunteers must wear an identification name badge at all times and should only remove it for safety reasons.
- Headwear worn as part of one's religious beliefs may be worn but must conform to Health and Safety Regulations.
- Wearing of baseball caps or other non-religious headwear is not acceptable.

### **Inappropriate Attire**

PCP considers the following to be inappropriate attire:

- T-shirts / tops or ties with slogans or club crests.
- Slogans or pictures containing nudity or foul language.
- Torn and unlaundered clothing.
- Revealing clothing i.e. low cut tops / clothing which shows midriffs / shorts / hot pants / cut-off jeans / sports shorts / crop tops / halter neck tops / clothes made of see through material / clothes that may be deemed sexually offensive and would not be appropriate.
- Any article of clothing or jewellery which may present a health and safety hazard.

These restrictions are in place, as some articles of clothing may be regarded as offensive to some employees and be regarded as discriminatory in terms of sex or sexual orientation, religious beliefs, racial or ethnic origins or any other discriminatory grounds, or which may cause health and safety concerns.

The above list is not an exhaustive list.

### **Personal Protective Equipment at Work (PPE)**

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

In all cases, where safety clothing and equipment is provided by PCP, it should be worn / used as appropriate. This is seen as an integral part of your responsibility under the Health and Safety at Work Policy and Personal Protection Equipment at Work Regulations 1992.

It is part of this responsibility to highlight to your Line Manager, any defect in your safety clothing and equipment.

### **Body Modifications, Tattoos and Facial Piercings**

PCP accepts that employees may display types of body modifications including the use of cosmetics, sun tanning, piercings, tattoos and cosmetic surgery.

However, visible tattoos are to be discouraged and where present should not be offensive to others, particularly those linked to protected characteristics. Where they are deemed to be offensive, they should be appropriately covered. PCP does not condone facial, head and neck tattoos and these should be covered.

Facial piercing is not permitted and must be removed/covered, this includes tongue studs. If staff have piercing for religious or cultural reasons, these must not present a health and safety or infection prevention and control risk.

### **Jewellery**

Jewellery for staff preparing food must be kept to a minimum; a plain/wedding ring and one pair of discreet stud earrings are permitted.

### **Religious and Cultural Dress**

PCP accepts that it is policy that the wearing of religious and cultural dress (including clerical collars, head scarves, skull caps and turbans) is acceptable and must not be discouraged. The exception to this protocol is where health, safety or welfare will be compromised by the wearing of such dress and / or where this is likely to enhance the risk to other persons.

### **Representation of the Organisation**

It is important that you appear clean and smart at all times when at work, particularly when you may be in contact with clients, other business contacts or the general public.

Where it is necessary for employees and representatives of PCP to wear clothing showing the PCP logo, staff should be aware that they are representing the organisation.

This would include out of hours and off-site from the normal premises if the clothing is still being worn. In these cases, you are expected to conduct yourself in a professional manner at all times as you are still deemed to be representing the organisation.

All staff, Trustees and Volunteers must wear an identification name badge at all times and should only remove it for safety reasons.

### **Training**

This procedure will be issued to all employees and form part of the Induction programme for new staff.

### **Breach of Procedure**

Failure to comply with the dress code may result in action under our Disciplinary Procedure.

Exceptions to the normal dress code rules, for example jeans for jeans day, Christmas jumper day etc may be permitted.

## **Communication**

PCP will ensure that:

- All employees are aware of the procedure and associated action plans at induction;
- The procedure document is available on PCP's intranet;
- Generic training will include examples or reference to this procedure;
- This procedure is easily accessible by all members of the organisation;
- Employees are informed when a particular activity aligns with this procedure;

- Employees are empowered to actively contribute and provide feedback to the procedure; and
- Employees are notified of all changes to this procedure in a timely manner.

## Related Policies and Procedures

- Disciplinary Procedure

## Monitoring and Review

This Procedure will be reviewed by Human Resources annually to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle.

## Procedure document tracking

Action	Date(s)
Draft to SMT:	23 February 2022
Approved Procedure circulated to SMT:	23 February 2022
Approved Procedure uploaded to shared:	10 March 2022
Approved Procedure circulated to staff:	10 March 2022
Interim Review Date:	
Main Review Date:	September 2025
SMT Lead for Review	Lindsay Sheridan

**February 2022**