

### Policy description:

The College policy is designed to guide employees on the required standards of dress and appearance. All employees' appearance must be professional at all times both within the workplace and when representing the College. The College requires corporate work wear in specific areas of the College. Where this is not specified, employees should dress in a manner which is suitable and appropriate for the job.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy. The management of the College have the discretion to judge what is and is not appropriate for the purposes of this policy.

The College recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and corporate work wear requirements. However, priority will be given to health and safety, security and other similar considerations.

### Supporting documentation:

#### Links to other policies:

- Disciplinary and Dismissal Procedures
- Grievance Procedure
- Staff Code of Conduct
- Student Code of Practice on Dress
- Health and Safety Policy
- PPE Policy

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## **1. Executive Summary**

- 1.1 The College Dress and Appearance policy is a guide to the required standards of dress and appearance for staff, ensuring that all employees' appearance is professional and of a high standard at all times and that dress is suitable and appropriate for the job, projecting a consistent corporate College image.
- 1.2 The management of the College have the discretion to judge what is and is not appropriate for the purposes of this policy. The College will specify where corporate work wear is required. Priority will be given to health, safety and security, and consideration will also be given to diversity of cultures and religions of staff.

## **2. Context**

- 2.1 The purpose of the dress code is to ensure that a corporate professional image of the College is portrayed at all times, with particular regard to customers and the general public, to protect the College's reputation and in accordance with health and safety regulations.

## **3. College Dress Code**

- 3.1 The purpose of the College dress code is to provide clarity and consistency and set general standards of acceptable dress to ensure the projection of a professional College image.
- 3.2 All employees are required to be neat, clean and tidy while at work, whether working on the College's premises or elsewhere, presenting a positive image of the College. Employees should dress in a manner which is suitable and appropriate to project a professional image, particularly when dealing with students, customers and members of the public. Some areas of the College require specific corporate work wear and/or PPE which must be adhered to. The College will provide PPE and corporate work wear where applicable.
- 3.3 Although employees have some freedom in expressing themselves in dress, the management of the College have the discretion to judge what is and is not appropriate for the job. The following items of clothing are not considered acceptable dress and therefore are not permitted at work:
  - scruffy/torn trousers;
  - clothing of a revealing nature;
  - shorts;
  - sports clothing, for example tracksuits and football shirts (unless specified as specific corporate work wear, e.g Sports Division);
  - sweatshirts or t-shirts with slogans or symbols that could cause offence;
  - trainers, flip flop type shoes; and
  - excessive or unconventional jewellery.

*NB: Denim Jeans are only acceptable as work wear where the role is workshop based e.g Construction & Rural, and must be approved by the Line Manager.*

## **4 Appearance**

- 4.1 The College expects staff to portray a professional image at all times, with particular regard to presenting a good example to students, and to customers, visitors and the general public.
- 4.2 The College allows flexibility for employees with particular cultural or religious obligations. However, the College needs to be able to identify individuals to maintain safety and security therefore faces should be clearly visible if wearing head gear.
- 4.3 All staff should wear staff ID. Lanyards with the wording Craven College and ID cards should be red in order to clearly identify staff and distinguish from students. Both staff ID cards and lanyards are available from reception. Management will agree any exceptions to the above in cases where some staff wear work wear with Craven College logo.
- 4.4 Jewellery should be kept to the minimum.
- 4.5 In the interests of health and safety, where applicable, jewellery should be removed.
- 4.6 Large, visible tattoos should be covered wherever possible and practicable.

## **5. Employees who are required to wear corporate work wear**

- 5.1 Certain Schools/Departments are required to wear specified mandatory corporate work wear which will be agreed with the Line Manager and purchased by the College. e.g Hair & Beauty, Catering, Caretaking/Facilities.
- 5.2 Employees who are required to wear mandatory corporate work wear must ensure that they do so during working hours, unless advised otherwise by their Line Manager. Work wear must always be clean and worn in a presentable fashion. The work wear issued must not be altered in any way without the College's permission and must include the correct College logo.
- 5.3 Work wear remains the property of the College. Employees must take responsibility to ensure that good care is taken of garments, and return any work wear issued on the termination of employment.

## **6. Employees who are required to wear protective clothing and equipment (PPE)**

- 6.1 Work wear remains the property of the College. Employees must take responsibility to ensure that good care is taken of garments, and return any work wear issued on the termination of employment.
- 6.2 Employees who occupy roles that require protective clothing, e.g. hard hats, masks and gloves, are required to wear this clothing while carrying out their duties whenever required by law or by College rules.
- 6.3 In addition, any employee whose job involves working with machinery/working with food must keep his/her hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety/hygiene reasons.

## **7. Procedures**

- 7.1 All College employees are required to conform to the College Dress and Appearance Policy. Any employee who disregards the dress or appearance rules, with particular regard to health and safety and College corporate image, will be spoken to on an informal basis in the first instance by the immediate Line Manager and if there is no improvement this could lead to disciplinary action being taken under the College's Disciplinary Procedure.
- 7.2 Line Managers, in conjunction with Senior Managers will specify and agree mandatory College Corporate Work wear/PPE requirements which will be purchased by the College. All other additional corporate work wear e.g fleeces/hoodies may be purchased by individual staff.
- 7.3 Line Managers will be responsible for the purchase of mandatory College corporate work wear/PPE from agreed, designated suppliers within their department budgets which will be coded to "staff work wear/PPE".