

## Dress and Appearance Policy

22 Wilkinson Street, Sheffield, S10 2GB

First Issued	January 2025
Last review	

### **1 Introduction**

- 1.1 This policy sets out our approach to dress and appearance, both in the workplace and when working remotely.
- 1.2 Our policy reflects our culture and external image and gives confidence to our clients, customers and partners.
- 1.3 We expect you to use common sense in applying this policy. Some departments or teams may have different dress codes specific to their requirements.
- 1.4 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### **2 Standards of dress and appearance**

- 2.1 We expect you to be clean and presentable at work, whether you are working on our premises or elsewhere.
- 2.2 When working remotely and being a part of video meetings (Teams, Zoom, Google, etc), your appearance should be in line with the standards of this policy.
- 2.3 If you are customer/client-facing, you are required to wear appropriate business clothing.
- 2.4 We may relax this requirement during unusually hot or cold weather and also on particular days, depending on the needs of the business or different departments.
- 2.5 If you wear a uniform, you must ensure that it is clean and presentable. If you need to alter or adapt your uniform, please let us know and we will discuss this with you. Your uniform belongs to the organisation, and you must return it to us at the end of employment in good condition.
- 2.6 If your role requires protective clothing, for example hard hats, masks or gloves, you are required to wear this clothing while carrying out your duties and whenever required by law.
- 2.7 If your job involves working with machinery or food, your hair must either be short or tied back, and you must not wear any jewellery. These rules are for safety and hygiene reasons.
- 2.8 If you are not customer/client-facing, or on days when the formal dress code is relaxed, you may choose what to wear but this must not include any items that may be seen as offensive or display words or phrases that people may find vulgar or that are ripped or frayed.
- 2.9 Your clothes should not expose too much skin, should not be low-cut and should cover the midriff or any other areas of the body normally covered during work time.
- 2.10 You should not display tattoos that could cause offence and if you are client/customer-facing, or in specific roles, you may be asked to cover up tattoos that could cause offence. If you are unsure whether a tattoo may be offensive, you should speak to your Line Manager for advice.

- 2.11 Any jewellery should not be excessive or pose a health and safety risk.
- 2.12 Your footwear should be clean and not pose a health and safety risk.

**3 Equality and diversity**

- 3.1 We embrace the diversity of cultures and religions of our employees and take a sensitive approach when this affects dress and any uniform requirements.
- 3.2 However, there may be specific circumstances (for example to protect the health, safety and security of our staff and customers) where we have to have an entirely neutral environment.
- 3.3 We expect equivalent standards of dress and appearance from all employees of any gender, regardless of how they identify, appropriate to the circumstances.
- 3.4 If there are circumstances that make it difficult for you to follow our dress code for example, if you have a disability or are experiencing certain menopausal symptoms, please let us know and we can discuss how we can support you.
- 3.5 Where employees are transitioning to live in the gender with which they identify, we will apply and adapt this policy sensitively and flexibly. Where the role requires a uniform, this includes providing uniforms appropriate to an employee's affirmed gender.

**4 Issues and queries**

- 4.1 If you arrive at work not dressed in accordance with this policy, depending on the circumstances, we may require you to return home to change.
- 4.2 This may be without pay if you have no good reason for not complying with the policy.
- 4.3 If you fail to take account of this policy, it may result in disciplinary action being taken against you.
- 4.4 If you have any concerns relating to this policy, you should raise this with your Line Manager or our external human resources partner if the issue involves your Line Manager.

**5 Review**

- 5.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**6 Definitions**

- 6.1 Ben's Centre ("we", "us", "our")
- 6.2 The Employee ("you")

**Document control box**

Policy title:	Dress and Appearance Policy
Date approved:	January 2025
Version:	1.1
Supersedes:	NA
Next review date:	January 2027
Lead contacts:	Daryl Bishop / Debs Beighton