

Dress Code Policy

Company Name:	Education Placement Group Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
Topic:	Dress Code Policy
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Version:	8

1. PURPOSE

- 1.1 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:
- (a) promote a positive image and staff look professional;
 - (b) respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
 - (c) take account of health and safety requirements; and
 - (d) help staff decide what clothing it is appropriate to wear to work.
- 1.2 Different departments may have specific requirements that result in particular clothing demands, for example, because their work is client facing they are expected to adhere to an immaculate image. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.
- 1.3 We expect staff to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager or the Human Resources Department.

2. APPEARANCE

- 2.1 While working for us you represent us with clients and the public. Your appearance contributes to our reputation and the development of our business.
- 2.2 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.
- 2.3 Staff should not wear casual, gym or beach wear to work. This includes track suits, sweat-shirts, casual or sports t-shirts or shorts, combat trousers, jogging bottoms, denim, or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.
- 2.4 Footwear must be safe and clean and take account of health and safety considerations. Trainers and flip-flops are not acceptable.
- 2.5 Staff should not wear clothing or jewellery that could present a health and safety risk.
- 2.6 Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business.
- 2.7 Below are examples of the standards expected of you, specifically when client facing or it is known visitors will be in the office:
- (a) Dress and skirt length should be at a length at which you can sit comfortably in public. They should be no more than 2 inches in length above the knee. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses and beach dresses are inappropriate for the office.
 - (b) Trousers must be pressed and creased.
 - (c) When on client visits men must wear a tie with a suit.
 - (d) Shoes are expected to be clean and polished.
 - (e) Tasteful, professional ties, scarves, belts, and jewellery are encouraged. Jewellery should be worn in good taste.
 - (f) Men must be either clean shaven or their facial hair smartly presented.

- (g) Tattoos, body art or body piercings must be concealed when on client visits or when visitors are in the office.
- (h) A professional appearance is encouraged and excessive makeup can be deemed unprofessional.
- (i) Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honour cultural tradition are allowed unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.
- (j) If you are a smoker please make reasonable attempt to eradicate any nicotine odour before attending a client visit i.e. mints, body spray.
- (k) Chewing gum whilst on a client visit or liaising with a visitor will be deemed unprofessional.

3. DRESS DOWN DAYS

- 3.1 Certain days can be declared dress down days, generally Fridays. On these days, business casual clothing, although never clothing potentially offensive to others, is allowed. Sports team, university, and fashion brand names on clothing are generally acceptable. During dress down days you are still expected to maintain a level of professionalism in your appearance. Again, clothing that reveals too much cleavage, your back, your chest, your legs (short skirts/shorts), stomach or your underwear is not appropriate for a place of business. You might want to keep jacket/business attire in your office for the days when a client unexpectedly appears on a dress down day, especially if the client is wearing a suit.

4. IMPLEMENTING AND REVIEWING OUR DRESS CODE

- 4.1 Managers are responsible for ensuring that staff observes the standards set by this dress code.
- 4.2 Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 4.3 We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our staff and all those they deal with.