DRESS CODE & PERSONAL HYGEINE POLICY

**Introduction**

The company’s dress code policy aims to provide employees with coherent, unambiguous guidance of the minimum standard of personal presentation expected whilst carrying out the duties associated with their employment.

**Scope**

This policy applies to all employees of COMPANY

**Dress Code**

It is the policy of the company that each employee’s personal presentation should be appropriate to their work situation. Where appropriate and that they project a professional image whilst adopting a “business-casual” approach to work wear.

Where appropriate – client meetings, events representing the company – a more formal approach to business attire is required.

All employees issued with a uniform are required to ensure that they always attend to their duties in their full uniform. If an item of uniform is damaged or lost the company may pass the cost of replacing the item on to the employee, however the company will undertake to replace items that succumb to normal wear and tear. Uniforms are the property of the Company and must be returned when you leave. Failure to return your uniform may result in a deduction from your final salary.

Employees working on client premises must adhere to any dress code policy operated by the client.

This policy does not aim to replace any guidance or requirements that exist in relation to specific health and safety requirements such as the use of personal protective clothing and employee’s will be informed of any specific health and safety guidelines that may apply in such circumstances.

The safety, health and welfare of employees is of paramount importance and this is reflected in the items of clothing, head/footwear prohibited for wear under this policy.

Management reserves the right to request that any employee failing to meet the standards of dress described within this policy remedy the situations by returning home to change into attire that is more appropriate. Repeated breaches will be regarded as a disciplinary offence and action taken as necessary up to and including dismissal, under the company’s disciplinary procedures.

**Hygiene**

All employees are expected to arrive for work in a manner that befits the Company, that is clean and free from obnoxious odors. Every employee needs to take care of their personal hygiene as a mark of respect for the company, its employees and its customers. The following guidelines are expected as a minimum:

* Always ensure that you have a thorough wash (preferably a shower or bath) before each shift.
* Use a deodorant or anti-perspirant where possible.
* Light, mild perfume or after shave may be worn.
* Always ensure that teeth and gums are healthy, clean and polished.
* Hands and nails must be regularly washed throughout the day and ensure they are free from nicotine stains.
* Always ensure that you have a shower if you exercise before work or on your lunch break.

**Make Up**

Make-up may be worn and should enhance and create a fresh natural appearance and be in a shade complimentary to your skin tone. Extreme colours are not acceptable.

**Hair**

Hair must be clean and neat, styling should be simple and natural looking. Unnatural hair colours are not acceptable for employee they may be asked to change hair colour if their Manager deems it to be irregular or extreme.

Shaved symbols or patterns on scalp are not acceptable.

**Jewellery / Accessories**

Employees must keep jewellery to a minimum and should be plain and in keeping with the dress code.

The wearing of facial/tongue rings or studs is not acceptable in the workplace, and tattoos must be kept covered.

Name Badges

Wear your name badge with pride in an upright, readable position on the left side.

Name badges will display the employee’s full name and title

**Breach of Policy**

If you report for work while failing to meet the standards of presentation which are acceptable to the Company, you may be sent home and will not be paid until properly presented. During this time, employees will not be at work and will therefore not be paid.