
DRESS CODE POLICY

Policy Owner – Director of HR

Document History

| Issue | Date | Amendment Comment |
|---------|------------|-------------------------------------|
| Issue 1 | 01/04/2014 | General Issue |
| Draft | 01/10/2017 | Amended, submitted for approval |
| Issue 2 | 01/05/2018 | General Issue |
| Issue 3 | 16/02/2022 | Amended to incorporate home working |

Document Authorisation

| Description | Name | Position | Sign |
|----------------|------------|-------------------|---|
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| Reviewed By: | A Millis | HR Advisor |  |
| Authorised By: | A Bowden | Managing Director |  |

Policy aims and objectives

The purpose of the dress code policy is to outline our expectations in regards to acceptable attire that employees must wear to work dependent on their workplace environment, this policy should be read in conjunction with the Health & Safety policy and arrangements.

All employees:

Please note the following requirements to adhere to the dress code policy:

- *Neat and Well-Groomed* - During working hours, all employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and to ensure that their clothing is clean, ironed, and not torn, ripped, or stained.
- *Professional Attire* - Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is not appropriate.

The attire that is appropriate for work include:

- *For office employees* – business casual attire (suit trousers, open collared shirt, dress or top and an appropriate length skirt)
 - *For engineers* – company branded clothing /uniform and appropriate PPE. See further details below.
 - *Home workers should apply the same principles as if they were in the office or on site.*
- *Prohibited Attire* - Some attire is unacceptable for work at any time. The following list provides some examples, although this list is not exhaustive:
 - Any clothing, jewelry, or tattoos that contain an offensive word, message or slogan or picture directed a race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way, is not permitted.
 - Jeans
 - Shorts
 - Gym or beach wear
 - Clothing that reveals the employee's underwear or lack there of
 - Spandex or Lycra
 - Tube tops, halter tops, or shirts with spaghetti straps
 - Off the shoulder tops
 - Mini skirts
 - Flip-flops
 - Any revealing attire
 - *Special Accommodations* - Every effort will be made to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for that employee to comply fully with the dress code policy.
 - *Job Specific Concerns* - This dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements.

'Uniformed' employees:

For employees who have been provided a work uniform to perform all or some of their role, they must adhere to the above and also ensure the following:

- The uniform is clean, ironed and presentable at all times – if your uniform has become tatty, please contact your line manager who will arrange a new set of uniform for you
- You must wear the company footwear provided, wearing trainers and other forms of unsuitable footwear to attend Customer sites and/or meetings/training events will not be tolerated.

If you require further clarification on this policy, please contact your line manager or a member of the HR department in the first instance.

Most of this dress code is left to the employee's personal discretion but Line Managers have the right to determine the appropriateness of clothing. Failure to adhere to this policy will lead to disciplinary action. Please review the disciplinary policy for further details.

Status of this policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you of any changes.