

# Dress Code Policy

Document Reference	DC01
Title of document	Dress Code Policy
Owner	HR
Publication/issue date	October 2019
Review date	April 2019
Reviewed by	Natasha Johnson - HR Manager
Distribution	Email / Intranet

## Contents

Section	Page
1. About this policy	3
2. Appearance	3
3. Religious and cultural dress	3
4. Summer dress code	4

# Dress Code

## 1. ABOUT THIS POLICY

**1.1** We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. 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 and professional image;
- (b)** respect the needs of men and women from all cultures and religions;
- (c)** make any adjustments that may be needed because of disability;
- (d)** take account of health and safety requirements; and
- (e)** help staff and managers decide what clothing it is appropriate to wear to work.

**1.2** Managers are responsible for ensuring that this dress code is observed and that a common sense approach is taken to any issues that may arise. 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.

**1.3** Failure to comply with the dress code may result in action under our Disciplinary Procedure.

**1.4** We will review our dress code periodically to ensure that it reflects appropriate business standards and continues to meet our needs.

**1.5** This policy does not form part of any employee's contract of employment and we may amend it at any time.

## 2. APPEARANCE

**2.1** While working for us you represent us. 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** Employees in certain roles may be required to wear uniforms provided by us.

**2.4** You should not wear casual, gym or beach wear to work, unless it is part of your role (e.g; coaching). This includes track suits, sweat-shirts, 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 cut-off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work.

**2.5** Footwear must be safe and clean and take account of health and safety considerations. Trainers and flip-flops are not acceptable.

**2.6** You should not wear clothing or jewellery that could present a health and safety risk.

**2.7** You will be supplied with an identity badge that must be worn and visible at all times when you are at work.

## 3. RELIGIOUS AND CULTURAL DRESS

**3.1** You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this policy.

**3.2** Where necessary your line manager can give further information and guidance on cultural and religious dress in the workplace.

**3.3** Priority is at all times given to health and safety requirements.

---

## **4. SUMMER DRESS CODE**

**4.1** UCFB has a traditional 'smart business' attire dress code (see 1.1 above). However, during the summer months, starting from the week of the second May bank holiday and ending on 31st August, the company has established a summer dress code of "smart casual" that employees may observe on days when they have no in-person client contact.

**(a)** All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed.

**(b)** All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not allowed except for coaching staff.

**(c)** All clothes must be clean and in good shape. Discernible rips, tears or holes are not allowed.

**4.2** The following lists are a guideline of appropriate and inappropriate attire under the summer dress policy. These are examples only. Line managers may determine if an employee is dressed inappropriately for the workplace within the summer dress policy.

**4.3** Appropriate summer clothing for the office may include:

**(a)** Business-appropriate casual shirts, polo shirts and blouses.

**(b)** Non-offensive T-shirts (no graphics).

**(c)** Khakis.

**(d)** Capri pants, dresses and professional skirts (A hem line slightly above the knee is often considered appropriate)

**(e)** UCFB Athletic wear if you are a member of coaching staff;

**(f)** Company logo wear.

**(g)** Tennis shoes.

**(h)** Dress sandals for women.

**(i)** Casual shoes including clean athletic SHOES.

**4.4** Inappropriate summer dress for the office may include:

**(a)** Shorts.

**(b)** Halter tops or tank tops, beachwear.

**(c)** Revealing mini-dresses/skirts.

**(d)** Sweatpants.

**(e)** Leggings.

**(f)** Athletic wear (except staff in UCFB company clothing).

**(g)** Flip-flops.

**(h)** Visible undergarments.

**(i)** Clothing with offensive or political messages.

**(j)** Clothing that is ripped, frayed, stained or messy.

**4.5** All employees are expected to comply with this dress code in a manner consistent with their gender identity and expression. Employees who report to work inappropriately attired can be asked to leave work to change clothes and will be required to use personal time or vacation time to do so.

**4.6** Any questions regarding appropriate summer dress should be directed to Human Resources [hr@ucfb.com](mailto:hr@ucfb.com)