

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 or the Human Resources Department.
- 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 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 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 Different departments may have specific clothing requirements, for example, because their work is customer-facing or raises particular health and safety concerns. It is important that you dress in a manner appropriate to your working environment and the type of work you do.

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- 2.4 Employees in certain roles may be required to wear specific uniform which may or may not be provided by us, which should be kept clean and neat. For example, Guards must wear black trousers, black clip tie, black suit jacket, white shirt and black office shoes or safety boots.
- 2.5 All employees in customer facing roles should wear smart business attire.
- 2.6 Employees may be asked to cover up visible tattoos or to remove or cover up visible body piercings.
- 2.7 Guards should not wear gym or beach wear to work. 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.
- 2.8 Footwear must be safe and clean and take account of health and safety considerations. Trainers, stilettos and flip-flops are not acceptable.
- 2.9 Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.
- 2.10 You should not wear clothing or jewellery that could present a health and safety risk.
- 2.11 You will be supplied with an Expeditious Services Lapel pin 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 the Human Resources Department 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. Where necessary, advice will be taken from Quality Assurance

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