



DRESS CODE POLICY

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1. INTRODUCTION

This Policy establishes JRH Support's position regarding standards of dress and appearance, for all its employees. It is supported by guidelines which the company sees as necessary to assist staff in adhering to the Policy as it is recognised that a considerable range of dress and appearance is appropriate and that this will vary, dependant on the working environment and range of services provided to different client groups.

2. POLICY STATEMENT

The Policy is underpinned by a number of principles:-

- Members of staff do not wear a uniform for work
- All members of staff will take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene.
- Every member of staff will be responsible for promoting a professional and positive image of the company.
- Clothing and appearance will not deliberately cause offence to people who come in to contact with, or use, the company's services. It should be non-offensive and contain no provocative, sexist, or racist remarks. Clothing should not display slogans or logos relating to drugs, alcohol, sex or tobacco, or demonstrate sponsorship of such products.
- Clothing should be worn appropriately for the work being undertaken.
- Protective clothing should always be available and should, in addition to other control measures, be worn when carrying out hazardous duties under Health & Safety Regulations.
- Staff should carry their company ID with them to show to people if necessary, but it should NOT be visible i.e. on a lanyard etc.
- The company will support the leadership team in taking formal action where a member of staff does not adhere to this Policy.

3. GUIDELINES

Footwear

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a sensible and safe nature and worn appropriately, particularly in areas involving direct delivery of care. Footwear such as flip-flops and high heels are not considered to be sensible or safe as they could impede safer moving and handling issues.

Footwear that might cause injury to others during normal working duties should be avoided.

For specific areas of work, footwear should be worn in accordance with Health and Safety regulations.

Injury associated with wearing inappropriate footwear will invalidate any claim against the company.

Sports Clothing

It is recognised that some activities may require the wearing of tracksuits/shorts. However, it is expected that staff revert to normal clothing once the activity is completed. It is acknowledged that there are some areas of work where, due to the continuous nature of the activity, appropriate tracksuit attire is acceptable, e.g. supporting service users to the gym.

Jewellery

Staff should avoid the wearing of jewellery, such as necklaces and earrings that can be hazardous, especially where these can get caught or pulled. The wearing of small studs/sleepers are more appropriate when working in areas where service users are, or can be, challenging in their behaviour. Injury arising from wearing inappropriate jewellery will invalidate any related claim against the company.

Hair

Certain hairstyles and colouring can affect the way people see us. While tolerance of the differences we all display is always necessary, consideration should be given to the impact we might have on others. Long hair should be worn tied back during hazardous procedures or when handling food.

Summer Clothing

During periods of warm weather staff clothing must remain appropriate and suitable. Staff should be aware that certain items of clothing could be seen as provocative and inappropriate e.g. short revealing/ tight garments, vest tops etc, and therefore not acceptable for work.

Style of Clothing

It is not acceptable to wear clothing that over exposes part of the body, eg stomach, chest, etc, or that is transparent/see-through.

Cleanliness and Personal hygiene

Staff are responsible for ensuring they maintain good standards of cleanliness and personal hygiene whilst at work.

What is good hygiene?

- Ensure clothes are freshly laundered
- Ensure you shower or bathe regularly - use suitable toiletries, soap, anti perspirant
- Ensure hair is washed, well groomed, and that long hair is tied back
- Clean teeth - using toothpaste / mouth wash
- Hands - must continually be washed throughout the day
- Nails - should be kept clean and tidy, no chipped nail varnish - consider the length to ensure practicality and use. If supporting someone with personal care nails should not extend more than 0.5cm beyond your finger (NHS recommendations)
- Consider body/foot odour - be prepared to accept support and criticism, if necessary