



DRESS CODE POLICY

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Approval

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Glossary

| Term | Description |
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1 INTRODUCTION

It is the intention of Badger to ensure that staff are able to wear clothes to work that are comfortable, practical and acceptable in the professional and business environment in which the organisation operates.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy. The management of the organisation will be the sole judge of what is and is not appropriate for the purposes of this policy.

The organisation recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, infection prevention and control risk, security and other similar considerations.

Badger does not wish to impose unnecessary or directive restrictions on the type of clothing that may be worn by staff. However, it is important not to cause offence or distraction to patients or colleagues. Acknowledging that staff are providing a service to the general public, and to project the consistent image of Badger as a professional and caring organisation, Badger has a duty to ensure staff comply to an acceptable standard of dress.

2 PURPOSE

This policy is designed to guide employees on the required standards of dress and appearance and to ensure staff are aware there are certain items of clothing that are not considered acceptable within Badger's business operation. All employees' appearance must be professional at all times both within the workplace and when representing the organisation.

It is also recommended that if a staff member is unsure or unclear regarding the acceptability of particular clothing, guidance should be sought from their line manager, or the Human Resources department. Advice should be sought as soon as possible in order to address any uncertainty and provide clarification where required at the earliest opportunity.

This policy sets out the parameters of that standard that applies to all staff at all times.

3 ACCEPTABLE STANDARD

The following clothing will be categorised as unacceptable. Badger's business covers service delivery over a 24-hour seven-day-a-week-period and this arrangement will apply across all staff groups at all times.

- Overly revealing, see-through, or low cut garments
- Micro or very short skirts – no shorter than 4inches / 10cms above the knee
- Skimpy tops exposing midriffs
- Sports clothing, for example jogging bottoms, tracksuits and football shirts;
- Inappropriate headgear
- Casual shorts
- Torn, cut, stained, ripped or dirty clothes of any description
- Any visible wording, slogans, adornments or symbols, likely to cause distraction or offence

The above list is not exhaustive but is intended to provide guidance as to the type of clothing that is excluded. It is preferred that Badger staff use their own best judgement and common sense when deciding what to wear to work and consider that Badger wishes to promote a professional image to the general public together with a working environment compatible with the varying views and beliefs of the composition of our workforce.

Employees who meet with clients/patients/members of the public must present a positive image of the organisation and are not entitled to wear casual dress. This also applies on special charity days.

In the event of a special occasion eg a Ministerial visit, or attendance at meetings with other professional bodies, staff may be required to wear more formal garments. Line managers will reserve the right to draw attention to inappropriate clothing worn by individual staff members if it is felt their dress is inappropriate.

3.1 Footwear

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Certain jobs require staff to wear protective footwear. These staff must wear the correct footwear for undertaking their work and if staff are uncertain they must check with their line manager.

It is important that staff pay attention to their footwear especially if sandals or open toed shoes are worn in areas where risk to their feet may be involved and could become a health and safety issue. A sensible approach and caution by all staff should be applied depending on the duties of the post.

3.2 Tattoos

Visible tattoos are discouraged and where present should not be offensive to others. Where they are deemed to be offensive they should be appropriately covered.

3.3 Jewellery and Piercing

Jewellery for clinical staff must be kept to a minimum; a plain / wedding ring and one pair of discreet stud earrings are permitted. Wrist watches must not be worn when providing clinical care, which includes examining patients.

Jewellery in non-clinical staff areas must not be excessive or unconventional.

For all areas facial / body piercing is not permitted and must be removed before coming on duty. This includes tongue studs. If staff wear jewellery or have piercing for religious or cultural reasons, these must be covered and must not present a quantifiable health and safety or infection prevention and control risk.

3.4 Hair

Hair should be neat and tidy at all times and in the clinical environment long hair should be tied back. Headscarves worn for religious purposes are permitted in most areas, however they are excluded in areas where they could present a health and safety and cross-infection hazard. Beards should be short and neatly trimmed, unless this reflects the individual's religion where it should be kept tidy. Beards should be covered with a hood when undertaking aseptic procedures.

3.5 Facial Covers

Staff who wear facial coverings for religious reasons are expected to remove them whilst on duty. This will ensure that the member of staff is identifiable and facilitate communication with patients and their relatives or friends.

3.6 Non Compliance

Staff who do not comply with the content of this policy may be required to attend a meeting with their line manager to explain their reasons for not adhering to the standard.

Should the standard continue to be ignored then disciplinary action is likely to follow.

There may on occasion be exceptional circumstances where it may be necessary to reach an agreed arrangement with a line manager. However, that would invariably be on a temporary basis in the event of a specific situation where approval would need to be sought.

4 EMPLOYEES WHO ARE REQUIRED TO WEAR A UNIFORM

Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their manager. Uniforms must always be clean and worn in a presentable fashion. The uniforms issued must not be altered in any way without the organisation's permission.

Where uniforms are issued by the organisation, they remain the property of the organisation. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

5 EMPLOYEES WHO ARE REQUIRED TO WEAR PROTECTIVE CLOTHING AND EQUIPMENT

Employees who occupy roles that require protective clothing, eg hard hats, masks and gloves, are required to wear this clothing while carrying out their duties whenever required by law or by the organisation's rules.

Any employee who disregards these rules will be subject to disciplinary action. In serious cases, where an employee's appearance is, in the organisation's view, unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of his/her absence from work.

6 SUMMARY

If it is remembered that every location where work is performed on behalf of Badger seeks to provide the delivery of a service to the general public in the healthcare arena, there should be little difficulty in reaching a sensible conclusion as to what constitutes acceptable dress. However, the Dress Code policy seeks to provide clarification where doubt may exist.