



**PolyMAT**

## **DRESS AND APPEARANCE POLICY**

Reviewed: September 2023  
Approved: December 2023  
Revision due: December 2024

## **Introduction**

The image that is presented to the Trust's students, parents, visitors and members of the public is very important. The Trust requires all staff to maintain an appropriate professional standard of dress and personal appearance at work and to conduct themselves in a professional manner.

This policy applies to employees of the Trust and does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time.

## **Purpose of this Policy**

The image that is presented to the Trust's students, parents, visitors and members of the public is very important and therefore, the fundamental aim of this policy is to ensure that Staff maintain an appropriate professional image of the Trust through their attire and personal appearance and to conduct themselves in a professional manner at work.

The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive, clean and neat image and that staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

Different departments within the Trust may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

The Trust expects you to take a common-sense approach to the dress code. 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/Head of Department.

## **Dress Code**

Staff are not required to wear a uniform but are expected to dress in business attire in a manner that is suitable and appropriate to the Trust.

Attire that is inappropriate for work at any time includes casual wear such as denim, leggings, sleeveless T-shirts, sweatshirts and tracksuits or other sportswear (with the exception of sports coaches), clothing with slogans or images which may be considered offensive or otherwise inappropriate in the workplace, overly tight or revealing clothing and any clothing which is not in keeping with the fundamental aims of this policy.

## **Appearance**

While working for the Trust you represent the Trust to students, parents and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to the Trust's reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.

Footwear must be safe, smart and clean and take account of health and safety considerations. Trainers and plastic flip-flops, crocs, stilettos, or similar footwear are not acceptable.

Where the Trust provides safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed and any damage or defects reported to The Health and Safety lead or the Business Manager immediately.

Staff should not wear clothing or jewellery that could present a health and safety risk.

## **Religious and cultural dress**

Staff may wear religious and cultural dress (including clerical collars, headscarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.

Where necessary Line Managers/Heads of Department can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Trust's Health and Safety Officer.

### **Identity Cards**

Staff should be identifiable by their photographic identification badge, which must be worn at all times while on Trust premises for security and identification purposes.

Staff should remove their identity badges when travelling to and from work, for personal safety reasons.]

### **Relaxation of dress code policy**

The Trust may permit temporary relaxations of these rules in particular situations, such as hot weather. If so, the Senior Leadership Team will provide further information as to acceptable attire for the relevant period.

### **Implementing and reviewing our dress code**

Line Managers/Heads of Department are responsible for ensuring that all staff observe the standards set by this dress code.

The Trust will review the dress code periodically to ensure that it meets our demands, in particular with regard to the health and safety of our staff and all those they deal with.

Failure to comply with this policy may result in you being required to change your attire or being sent home. Repeated or serious non-compliance with the rules in this policy could lead to disciplinary action under the Trust's Disciplinary Policy and Procedure.

Any employee who is dissatisfied with the Trust's decision not to allow them to wear particular dress or attire should follow the appeal process under the disciplinary procedure where it has started, or if it has not started, the grievance procedure.