



**NW**  
NORWOOD UK

**Dress Code Policy**



## **Dress Code Policy**

We encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner.

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 image and staff look professional;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

Different departments 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.

### **Uniform**

All PAT Testers, Electricians and Gas Engineers should wear the uniform provided by the Company including all Personal Protective Equipment (PPE) supplied for the role (for example: “Hi Vis” vests and Safety Boots).

Steel toe cap boots, will be supplied and must be worn at all times.

Employees are responsible for maintaining their Company uniform and ensuring it is kept clean.

Any requests for additional uniform should be made to the Human Resource Director.

## **PPE**

The Company will provide all necessary PPE free of charge to employees.

Any defects to PPE must be reported to the Human Resources Department as a matter of priority.

Any employee found to be in breach of this policy will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

We take a strict approach to serious breaches of this policy.

For more information on PPE please refer to the separate Health and Safety Policy.

## **Appearance**

While working for us you represent the Company. Your appearance contributes to our reputation and the development of our business.

It is important that you appear clean and smart at all times when at work, particularly when you may be in contact with customers, other business contacts or the general public.

Staff should not wear casual, gym or beach wear to work. This includes track suits, sweat-shirts, casual or sports t-shirts or shorts, combat trousers, jogging bottoms, denim, or leggings.

Footwear must be safe and clean and take account of health and safety considerations.

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, head scarves, 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 the Human Resources Department can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written in a cursive style.

Jo Shuttlewood – HR Director