

DRESS CODE GUIDE

Human Resources and Organisational Development



KEY PRINCIPLES

Plymouth City Council wants to ensure that the appearance and dress of its members of staff, volunteers and those on unpaid work experience, are appropriate to the high standards of service which it aims to provide. The Council understands that the way in which staff present themselves at work can have a direct impact on how the Council is viewed.

Plymouth City Council recognises that its members of staff come from different backgrounds, cultures, ages, tastes who will naturally wish to exercise choice in the clothing they wear for work. The Council has no desire to impose a particular style of dress or appearance for its staff and would rather set standards that are appropriate to the effective delivery of its services encouraging all members of staff to be mindful of whom they interact with through the course of their duties and the appropriateness/professionalism of their appearance. Members of staff may follow the traditions of their ethnic/cultural/religious background provided they are safe and appropriate to the job. Cultural dress is encouraged providing it does not become a health and safety risk within the working environment. Staff are also expected to maintain good standards of personal hygiene.

Some Council jobs have a formal uniform, but where no uniform is required you should dress in a manner that is appropriate to your working environment, does not offend colleagues, customers or service users and maintains a professional image.

Where **uniforms** are supplied they must be kept clean and worn as required. Managers may allow flexibility for members of staff to buy their own clothing which is similar in style to the uniform provided.

Where **protective clothing** is supplied as part of the job role, this must be kept clean and worn to comply with guidance. Any health and safety requirements (ie: special footwear etc.) must be adhered to. When wearing personal protective clothing, it must be worn in the correct manner and maintained at all times to ensure it is fit for purpose. These items must not be altered or interfered with in any way and any concerns must be raised immediately with the employee's line manager.

Where **identification badges** are issued to allow customers or service users to identify who you are, these must be worn at all times and made available to anyone who requests to see confirmation of your identity.

Where members of staff are unsure if their choice of dress is appropriate, their line manager can provide guidance.

IN SCOPE

All employees, agency workers, contractors, sub-contractors (to be known as 'members of staff'). Voluntary Workers. Including those employed under the terms and conditions of the school teachers review body where adopted by the individual governing body.

CONTACT

HR Policy Team : telephone 01752 308857 or email hrpolicy@plymouth.gov.uk