

Great Yarmouth Borough Council

APPEARANCE AND DRESS OF EMPLOYEES

Background

The Council considers the appearance of its employees to be significant in portraying a professional image to all the people they come into contact with at work (i.e. users of services, visitors, immediate colleagues, representatives of partner organisations and contractors). In effect, every employee acts as the face and voice of the Council. How employees behave and look is important to people's perceptions of the Council and the services it provides.

The Council also recognises that employees are individuals and have the right to dress and express themselves in a reasonable manner

The aims of this policy are to help employees reach sensible decisions about their dress and appearance at work, and to ensure that the dress and appearance of employees helps to promote the high quality of services the Council endeavours to provide. This policy also aims to ensure that each employee's dress and appearance does not distract the employee, their colleagues, or and anyone else with whom they come into contact at work from the work being done

Policy Statement

Each individual employee is responsible for ensuring that their dress and appearance is appropriate for work. Managers are responsible for ensuring the Policy is adhered to at all times in respect of the employees they manage. However, managers must also be mindful that decisions about dress and appearance can be highly subjective and that this policy should not be used to unreasonably restrict employee's choices in their clothing and personal appearance.

Good Practice Guidelines

The guidelines below are provided to help managers and employees make decisions about what is appropriate. Human Resources is available to give further advice where necessary, or where there is disagreement.

These guidelines may change with fashion trends and will be subject to regular review. Any other exception should normally be on religious or cultural grounds, or reasons relating to an employee's impairment.

- ❖ Protective clothing and other personal protective equipment must be used where required (in accordance with the Council's Health and Safety Policy).
- ❖ In situations where, on an on-going basis:
 - employees are required to work outside in all weathers;
 - clothing is likely to become soiled or damaged as a foreseeable part of performing the required work, or
 - there is a specific and recognised requirement for employees to present a consistent and corporate imageappropriate items of clothing will be provided by the Council and must be used where the working situation requires it.

- ❖ Employees should display their identity badges (unless prior authorisation not to be identified has been given by a supervisor or manager).
- ❖ Clothing worn at work should be clean (unless the work prevents this) and be in good repair.
- ❖ Clothing which is likely to be appropriate for work includes:
 - skirts or dresses
 - trousers, culottes or slacks
 - blouses or shirts (with collars, long or short sleeve).
 - smart T-shirts or polo shirts
 - jumpers
 - jackets, sports jackets or blazers
 - suits or business suits
 - tailored shorts
 - other culturally equivalent items of clothing
- ❖ In high profile situations (e.g. court appearances, media interviews, Council or committee meetings, and meetings with outside officials and agencies) a more formal and businesslike style of trousers/dress/skirt and jacket should normally be worn.
- ❖ Clothing which is likely to be inappropriate for work includes:
 - clothing of a very casual nature e.g.:
 - denim jeans or skirts (all colours and styles)
 - track suits, casual sports T-shirts, leisure shorts, gym wear, sweat-shirts
 - combat trousers
 - trainers, plastic flip-flops
 - clothing bearing slogans or overstated branding
 - clothing which is likely to infringe normal standards of decency at work

However, the specific requirements of individual jobs should be taken into account before any decisions are made (e.g. it would not be unreasonable for employees engaged in sports development to wear sports clothing).
- ❖ Jewellery, tattoos, piercings, etc, that could reasonably be expected to cause offence to others, or which might be a risk to health and safety, should be covered or removed.