



Dress Code & Personal Hygiene

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Company: Coyle Personnel Ltd
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Dress Code & Personal Hygiene

1. About this policy

- 1.1 This code applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.
- 1.2 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:
 - (a) promote a positive and professional image;
 - (b) respect the needs of men and women from all cultures and religions;
 - (c) make any adjustments that may be needed because of disability;
 - (d) take account of health and safety requirements; and
 - (e) help staff and managers decide what clothing it is appropriate to wear to work.
- 1.3 Managers are responsible for ensuring that this dress code is observed and that a common sense approach is taken to any issues that may arise. 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 or the Human Resources Department.
- 1.4 Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 1.5 We will review our dress code periodically to ensure that it reflects appropriate standards and continues to meet our needs.
- 1.6 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Appearance

- 2.1 While working for us you represent us with clients and candidates. Your appearance contributes to our reputation and the development of our business.
- 2.2 It is important that you appear clean and smart at all times when at work, particularly when you may be in contact with clients, other business contacts, external companies working in our offices or the general public. This is the same whether you are in the office, on site or at home. You need to ensure you appear clean and smart whilst on any form of video call if you are working remotely.
- 2.3 All employees should wear smart business attire.
- 2.4 You should not wear casual, gym or beach wear to work. This includes track suits, sweat-shirts, football shirts, T-shirts or shorts, combat trousers, jogging bottoms, denim, jeggings, mini shorts or bandeau tops. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear cut-

off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work. In short, if you would not wear an outfit to an interview, it is probably not acceptable to wear to work. You should not wear any form of hat whilst working at your desk or in the office excluding anything in clause 3.

- 2.5 During the summer months, tailored shorts are acceptable along with collared short sleeved shorts, collared polo shirts and closed shoes such as loafers, espadrilles, boat shoes etc. Sandals with closed backs are acceptable along with dresses and skirts as long as they are in line with clause 2.4 of this policy.
- 2.6 Footwear must be safe and clean and take account of health and safety considerations. Trainers, Ugg Boots (or variation), Dr Martens (or any other boot variation except those required to go on site) flip-flops, sandals are not acceptable. This list is not exhaustive. The Human Resources Department will be more than happy to advise any employees who are unsure.
- 2.7 Footwear must be kept on at all times whilst you are in the office. You must not enter, or walk around the office without footwear on.
- 2.8 Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.
- 2.9 You should not wear clothing or jewellery that could present a health and safety risk.
- 2.10 For the larger offices, you will be supplied with a pass that provides you access to the building/office. This must be kept on you at all times when you are in work. If you lose this, you will be charged the appropriate fee.

3. Religious and cultural dress

- 3.1 You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this policy.
- 3.2 Where necessary the Human Resources Department can give further information and guidance on cultural and religious dress in the workplace.
- 3.3 Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Health and Safety Officer.

4. Dress down Fridays

- 4.1 The company operates a “dress down Friday” policy. This enables employees to wear dress down, casual clothes in the office every Friday unless stated otherwise.
- 4.2 If an employee is attending meetings on a Friday, is conducting interviews, visiting clients or any other event where they are representing the company they need to dress in their usual business attire.

- 4.3 In exceptional circumstances it will be put in writing to the employees that they need to dress in appropriate business attire if there are external visitors doing an office visit. This will be detailed to the employee in writing in advance.
- 4.4 You should not wear crop tops, tops with offensive slogans, beach wear, football shirts, tops revealing excess skin or clothing with see through material. If you are to wear a dress or skirt this needs to be an appropriate length and if shorts are worn these need to be tailored. No hats should be worn whilst at your desk or in the office with the exceptions of anything in clause 3.
- 4.5 Footwear needs to be clean and taken into account health and safety considerations. Flip flops are not acceptable.

5. Personal hygiene

- 5.1 Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.
- 5.2 Ensuring face and nose are covered by either the employee's elbow or a tissue whenever coughing or sneezing. The tissue should then be disposed of and hands should be cleaned with soap and water or hand sanitiser.
- 5.3 Maintain personal cleanliness by bathing daily.
- 5.4 Oral hygiene (brushing of teeth) required.
- 5.5 Use deodorant or anti-perspirant to minimise body odours
- 5.6 No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- 5.7 Clean hands and fingernails.