



ACCEPTABLE STANDARD OF APPEARANCE AT WORK POLICY

Version 1.1	
Last reviewed	10/6/20
To be reviewed by	10/6/22
Specific changes	No changes

ACCEPTABLE STANDARD OF APPEARANCE AT WORK POLICY

1.0 INTRODUCTION

South Lakeland District Council recognises that all employees and workers act as representatives of the Council and should therefore be dressed accordingly. The Council wishes to portray a professional image to all users of its services at all times. The appearance of employees is a key element in this.

This policy is designed to guide employees on the required standard of dress and appearance at work. Employees' appearance must be professional at all times both in the workplace and when representing the Council.

2.0 SCOPE OF THE POLICY

The standard applies to all employees and workers (agency workers, consultants) of South Lakeland District Council. In some service areas uniforms and/or protective clothing are provided and these should be worn in accordance with the agreed standard for that area.

3.0 PRINCIPLES

The Council recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform standards. This flexibility will also apply to recognised medical conditions when they prevent an employee from complying with the standard; however priority will be given to health and safety and other similar considerations.

Consideration of health and safety factors must be taken into account and personal protective clothing must be worn when required.

4.0 DRESS AND APPEARANCE STANDARDS

All employees are required to be neat, clean and well-presented whilst at work, whether working on the Council's premises or elsewhere.

The policy is not exhaustive, these are guidelines on acceptable and unacceptable standards of dress and appearance and employees must use common sense in adhering to the policy.

It is expected that these standards will be applied without the need to move to formal compliance measures.

4.1 Acceptable Standards

- Skirts and dresses that are appropriate for a professional, customer facing workplace
- Smart Blouses, tops/jumpers/cardigans/jackets
- Business suits, business jackets, smart trousers
- Shirts with collars (long or short sleeve),

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- Shoes appropriate for the workplace, with consideration given to health & safety requirements

4.2 Unacceptable Standards

- Overly revealing clothing including micro/mini-skirts, shorts, strappy/low cut tops or those revealing the midriff, including transparent clothing
- Any attire with messages or illustrations that are indecent, vulgar, offensive, are religious or blatantly politically motivated or that advertise any product or service
- Clothing with rips or tears
- Denim clothing of any kind or colour
- Sportswear, including track suits or sweatshirts
- Sports footwear i.e. trainers
- Any beach style footwear, including flip-flops
- Overly high heeled shoes

5.0 EMPLOYEES REQUIRED TO WEAR UNIFORMS OR PROTECTIVE CLOTHING

Employees in roles or undertaking activities that require protective clothing are required to wear this whilst carrying out their duties in accordance with health and safety requirements. If individuals are unsure about such requirements they should discuss this with their manager. Each manager must ensure that personal protective clothing is available to the employee if identified as necessary in a risk assessment.

6.0 FAILURE TO ADHERE TO APPEARANCE STANDARDS

It is hoped that all employees respect the necessity to dress appropriately when attending work. Should an employee attend work in a manner deemed inappropriate, that employee will be spoken to and may be sent home and asked to return to work in appropriate attire. Employees will need to clock out for this period of time, as it will be unpaid. Formal disciplinary action may be considered for employees who fail to adhere to the acceptable standards on more than two occasions.

7.0 COMMUNICATION OF THE POLICY

The Policy will be made available to employees via the intranet.

New employees will be made aware of the Policy as part of the induction process.

8.0 REVIEW

This Policy will be reviewed on a regular basis in the light of operating experience and/or changes in legislation.