

NOTTINGHAM CITY HOMES DRESS AND APPEARANCE

POLICY

Nottingham City Homes provides a high standard of services to our customers and wishes to portray a professional business image at all times. As a result, we operate minimum standards of dress and appearance, which require all employees to dress in a manner that is suitable and appropriate to our business. This includes temporary and agency staff.

During the course of your employment you are likely to come into contact with tenants, members of the public, suppliers and representatives from other organisations. Please remember that you are representing NCH and that your appearance and dress reflects our business standards.

The purpose of this policy is to set out the standards of dress and appearance we expect you to meet and which you have a responsibility to maintain.

We recognise that members of certain ethnic or religious groups are subject to strict religious or cultural requirements in terms of their clothing and appearance. Subject to necessary health and safety requirements, we will not insist on dress rules which run counter to the cultural norms of such employees.

Please speak to your line manager or a member of the HR team if you are uncertain as to whether a particular item of clothing is acceptable or not.

If you persistently fail to comply with the following rules, we will consider this to be a serious matter and it will be dealt with in accordance with the disciplinary procedure. In addition, depending on the circumstances of the case, you may be required to go home and change your clothing.

Uniforms – (e.g. Craft and Maintenance Managers)

Where you are provided with a uniform the guidance on what to wear will be provided by your line manager. You must attend work in a presentable manner at all times.

ID Badges

Employees must wear ID badges whilst on company business.

Health and Safety Personal Protective Clothing

Where you are required to wear protective clothing you must wear the item. Failure to do so is a breach of safety rules and may lead to disciplinary action. You must also comply with Safe Systems of Work and safety guidance with regards to dress and appearance. For more advice see the associated risk assessment.

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General principles, for non uniformed employees

We do not insist on any rigid formal dress code, but believe that the dress and appearance of our employees should present a professional impression.

Therefore employees, where practicable, are required to be neat, clean, presentable whilst at work, whether working on NCH's premises or elsewhere on NCH business.

- Clothes should always be clean, neat and tidy. Avoid extremes of dress and apparel.
- Dress in a manner appropriate to the occasion and the effective performance of your duties.
- In most cases Men should wear a shirt with collar (This includes a smart Polo Shirt)
- Dress in a manner not likely to cause offence to any person with whom you come into contact with in a working capacity.
- Hair should be clean and presentable.
- A reasonable amount of jewellery may be worn, provided it does not endanger safety or hygiene.
- Footwear must be suitable for the work purpose.

All employees

The following are not considered acceptable for either uniformed or non-uniformed employees:

- Blue Jeans, leggings, combat trousers or scruffy, torn trousers
- Torn, provocative, transparent or skimpy clothes of whatever nature must not be worn.
- Inappropriate shorts (i.e. too short) or mini skirts.
- Sports clothing, for example tracksuits and football shirts and shorts.
- Trainers(excluding safety footwear)/beach flip flops
- Outrageous hair styles and/or hair colours
- Offensive, excessive jewellery
- Offensive, excessive body piercings.
- Offensive Badges (excluding ID badges and logos) symbols or other additions to clothing.

REVIEW

Nottingham City Homes recognises that dress and appearance is a matter of personal concern. This document is company policy on the type of dress we feel is appropriate to our employment.

However, social attitudes change and it may become necessary to change these rules. The practical application of this policy will therefore be reviewed every two years or more regularly if considered necessary.