

## Dress Code Policy

### What this policy covers

This policy applies to employees and workers. Personal appearance and cleanliness makes an important contribution to the Company's reputation and image. For this reason, it is important that your personal appearance is professional, creates a good first impression and reflects the environment in which you work.

The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive and professional image;
- respect the needs of men and women from all cultures and religions;
- make any adjustments that may be needed because of disability;
- take account of health and safety requirements; and
- help staff and managers decide what clothing it is appropriate to wear to work.

The directions and requirements within this policy are not exhaustive and you will be expected to comply with further management instructions concerning dress, appearance and cleanliness.

### Employee responsibilities

You must adhere to the following standards, particularly when in contact with customers / clients / members of the public:

- You must ensure your clothing is clean, ironed, in good condition and free from rips and tears.
- Footwear should be black, clean and in good condition.
- You are not permitted to wear jeans, T shirts, shorts, cropped garments, trainers, sandals or open toed shoes or similar inappropriate wear.
- Hair should be neat, tidy and well groomed.
- Any jewellery should not be excessive or unconventional, it should only be a wedding band and/or any religious jewellery.
- No visible body piercing is permitted. No visible tattoos are permitted.
- Facial make up and fingernail varnish should be light and discreet.

### Company uniform

If you are required to wear Company uniform, you must do so at all times during your hours of work. All Company uniform must be clean, in good condition and worn in a presentable fashion. No item of Company uniform may be altered without the prior approval of management.

You must return your Company uniform in a reasonable condition on termination of your employment. The Company retains the right to deduct the cost of any Company uniform that is not returned, or is returned in a damaged condition due to your neglect, from your final pay.

### Formal dress code

You must attend work each day in normal smart business dress suitable for a working environment which involves regular contact with customers / clients / members of the public and to maintain high standards of personal hygiene.

### Employer responsibilities

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. Failure to comply with the dress code may result in action under our Disciplinary Procedure.

## **Personal Protective Equipment/Clothing**

Health and Safety at Work Act 1974 Personal Protective Equipment at Work Regulations 1992 states that that the Employer has to provide personal protective equipment when required in the workplace, and in addition, to provide the requisite training in the use of such equipment.

The employee has a duty to use equipment appropriately. This equipment may include uniforms, masks, protective gloves, goggles, ear protection, visors, or protective footwear.

Following a risk assessment Personal Protective Equipment (PPE) should be issued with the aim of reducing significant risk as far as reasonably practicable. Employees should alert their manager if they have concerns in connection with personal protective equipment, for example, if it becomes damaged or lost.

Where required, Interr will provide each employee with a Personal Protective Equipment/Clothing. Staff in roles 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.

## **Policy Review and Assessment**

This policy may be amended by Interr at any time in order to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
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