

# CASTLEREAGH BOROUGH COUNCIL



## UNIFORM & DRESS CODE POLICY Civic & Administrative Offices

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**ACCOUNTABLE DIRECTOR:** DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES

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# **Uniform and Dress Code Policy**

## **1. INTRODUCTION**

### **1.1. Scope**

The policy applies to all staff including those with temporary contracts, agency workers and students working within the Council's Civic & Administrative Offices in respect of the Dress Code.

It sets out the expectations of the Council in relation to corporate dress code and the wearing of Council Uniforms. The dress code is necessary in order to convey a professional image of the Council and employees.

The Council considers the way employees dress and their appearance to be of significant importance in portraying a professional image to all users of its services whether Councillors, visitors, ratepayers of the Borough or colleagues.

## **2. IMPLEMENTATION OF UNIFORM AND DRESS CODE POLICY**

The Uniform and Dress Code Policy is designed to guide Managers and employees on the standards of dress and appearance, which the Council expects. All employees' appearance must be professional at all times within the work place and when representing the Council at outside meetings and events.

The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy.

## **3. RESPONSIBILITIES**

### **3.1 Employees**

All employees are individually responsible for their general presentation, appearance and personal hygiene, and have a responsibility to consider how others may perceive their appearance. Employees are responsible for following the standards of uniform and dress and appearance laid down in this policy and must understand how the dress code relates to their working environment, health and safety, their specific role and duties, and their contact with others during their employment.

### **3.2 Managers**

Managers are responsible for ensuring that the policy and dress code is adhered to at all times in respect of the employees they manage. Managers must also ensure that all new employees are aware of required standards of dress code during any staff induction programme.

**Failure to adhere to the Council's standard of dress and appearance may constitute misconduct and could result in formal disciplinary procedures being implemented**

#### **4. CORPORATE UNIFORM**

Within Castlereagh Borough Council's Civic & Administrative Offices, designated staff groups are required to wear corporate uniforms provided by the Council. Where the Council issues uniforms, staff must take responsibility to ensure that good care is taken of the items provided and they must always be worn in a clean and presentable fashion.

Current Council Policy states, **“that all clerical staff, scale 6 and below in every department should be issued with a corporate uniform. Above scale 6, an assessment is to be carried out by individual section managers on whether a uniform would be appropriate, taking into account the duties and requirements of the post e.g. contact with the public, office based etc”**.(S&OA/2000/147 refers)

##### **4.1 Allocation of Corporate Uniforms**

###### Uniforms

Female staff: - 1 jacket, 2 skirts or 2 trousers (or one of each), 2 long sleeved blouses & 2 short-sleeved summer blouses

Male staff: - 1 jacket, 2 trousers, 2 long sleeved shirts, 2 short-sleeved shirts and a council tie.

Normally, uniforms will be renewed on an annual basis or as and when required.

##### **4.2 Adherence to Policy**

Where a Corporate Uniform has been issued, it **MUST** be worn at all times. If, for some unforeseen reason an officer cannot wear their uniform on a given day, they should report this to their line manager.

##### **4.3 Seasonal Wear**

Guidance will normally be issued on an annual basis detailing when summer/winter uniforms should be worn. If however, the dates issued prove impractical due to weather conditions, further guidance will be issued.

#### **5. DRESS CODE FOR EMPLOYEES NOT ISSUED WITH A CORPORATE UNIFORM**

Staff members are expected to dress appropriately in accordance with the duties of their post. Professional business meetings will require business dress, while a more casual approach will be permissible for informal meetings, such as meetings with community groups in community centre facilities.

For staff not required to wear corporate uniforms, examples of acceptable staff clothing include a combination of:

### **Female Employees**

Skirts, blouses, smart t-shirts, jumpers, jackets, dresses, culottes, suits, trousers.

### **Males Employees**

Business suits, trousers, jackets, polo shirts, shirts with collars, long sleeve or short sleeve shirts, ties.

## **5.1 Unacceptable Clothing**

For staff who are non-uniform wearers, the following items are examples of unacceptable clothing either on the grounds of health and safety or for the Council's public image: –

- miniskirts, lycra cycling shorts, leisure clothing (unless in a sports development role),
- transparent or see-through blouses, skirts, dresses, or shirts,
- denim jeans, clothing with tears, holes or rips,
- low cut t-shirts or blouses,
- crop tops
- political badges or emblems, items of clothing bearing logos, slogans or graphics which may cause offence, baseball caps and hats.

Staff are encouraged to adopt a common sense approach with regard to clothing, jewellery or glasses which they wear to work. Staff must ensure that articles are appropriate to the type of work they carry out and also be mindful of any potential of damage or loss to their personal property, which may arise as a result of carrying out their duties.

The Council discourages staff from coming to work in overly expensive or designer items, and where employees choose to do so, and subsequently make a claim for damage to/or loss of such items, the Council reserves the right to impose an upper limit on the amount of compensation it reimburses.

## **6. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

The provision of personal protective clothing and equipment is the responsibility of Castlereagh Borough Council. Each Manager must ensure that personal protective clothing and equipment is available to the employee in accordance with the Health & Safety at Work Act 1974.

Staff in roles that require protective clothing are required to wear this whilst carrying out their duties in accordance with health and safety requirements. Individuals that are unsure about such requirements must discuss with their Manager.

Certain jobs will require staff to wear protective footwear. These staff must wear the correct footwear for undertaking the work and if staff are uncertain they must check with their Line Manager.

**Failure to comply with any Health & Safety dress requirement may result in further disciplinary action being taken.**

## **7. REVIEW**

This policy will be reviewed in three years.