

Appendix 3: Dress Code Policy

Bramshott & Liphook Parish Council's staff are mainly public facing, and the quality of these interactions impacts how residents feel about our Council.

This dress code policy has been adopted to ensure that our staff maintain a professional and respectful work environment while allowing employees to express their individuality within the bounds of a business appropriate appearance.

A well-groomed and professional appearance contributes to a positive image of the council and enhances the overall workplace atmosphere.

Professional appearance

- Employees are expected to wear professional and business appropriate attire at all times
- Clothing should be clean, well-maintained and in good condition
- Personal hygiene is important, and employees are expected to be well groomed

Business casual attire

This policy sets the dress standard as 'business casual attire' for all employees.

Examples of acceptable business casual attire are as follows:

Long/short sleeved collared shirts, chinos, blouses or jumpers, dresses, skirts and smart trousers.

Examples of unacceptable attire are as follows:

Jeans, leggings, T-shirts, overly casual tops, sweatshirts/hooded tops, shorts, overly casual bottoms, items of clothing with large logos/slogans

Footwear

Appropriate footwear should be worn at all times. We do not consider trainers, flip flops or overly casual footwear as appropriate in a work setting.

Cleaning staff

Cleaners should wear clothes suitable for carrying out their role safely and effectively. Employees in this role can request branded work wear if they would prefer.

We expect all employees to use good judgement when deciding whether the clothes they wear to work are appropriate and professional.

Exceptions

Some of our job roles, such as grounds staff and caretaker roles, have specific dress code requirements due to safety or functional reasons. Employees in such roles will be informed of the clothing/footwear that should be worn and this should be adhered to at all times.

We ask that you maintain this clothing in good condition and let us know when you need replacement items.

Where staff are carrying out exceptional duties, such as office staff performing outdoor tasks, then appropriate clothing should be worn and exceptions to this dress code will apply. We expect staff to use their discretion in these instances but, if you are in any doubt, please ask your line manager.

There may be times when employees wish to support different charities and they would like to ask for exceptions to this dress code. On these occasions, please consult your line manager for advice.

Protected characteristics and reasonable adjustments

We recognise that our dress code must not be discriminatory in respect of the protected characteristics in the Equality Act 2010 for age, disability, gender reassignment, religion or belief, sex, or sexual orientation.

Our dress code applies to both men and women equally.

Reasonable adjustments to this dress code will be made for disabled people.

Non-compliance with the dress code

Employees who do not comply with the dress code may face disciplinary action.