

UNIFORM POLICY

Introduction

The Company has a strict Uniform Policy in which all employees must adhere to at all times. This company policy outlines how we expect our employees to dress whilst at work. As you are liable to come into contact with customers and members of the public, it is important that you present a professional image with regard to appearance and standard of dress.

Scope

This policy applies to all of our employees. If you have not been provided with uniform you should wear clothes appropriate to your job role and responsibilities, and they should be kept clean and tidy at all times. There are elements to this policy which are applicable to all employees even if company branded clothing items are not provided to you.

Policy Elements

The following dress code rules always apply;

- All items of uniform that is provided to you must be worn at all times.
- If you attend work without bringing your uniform then you will be sent home to collect your uniform. If you are unable to travel home for this uniform or cannot do this within one hour then this will be treated as a no show and will be dealt with accordingly.
- If you attend work wearing clothing items which do not comply with this policy then you will be sent home as above. If you attend work wearing the correct uniform but have an item of clothing on that does not comply with the policy then you may be asked to remove this item.
- Trousers, Jeans or Leggings should be plain black and of the correct length.
- Footwear should also be plain black and no open toe shoes.
- All clothing items, including footwear should be clean and in good shape. Discernible rips, tears and holes aren't permitted.
- All employees who are given any uniform item such as a polo t-shirt, aprons, hats, jackets, name badges etc will be required to read and sign our Uniform Agreement. This can be found on your online staff portal.
- Jewellery worn must be kept to a minimum.
- All employees should ensure that they attend work with good personal hygiene. If your role involves you coming into contact with food then you should ensure that finger nails are kept trimmed, no excessive wearing of perfumes, hair should be neat and tidy and employees should wash their hands before starting their shift.

Disciplinary Consequences

When an employee disregards this Uniform Policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the Uniform Policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct may be subject to formal disciplinary action.

Personal Protective Equipment (PPE)

If your job role requires you to wear PPE then this should be worn at all times. PPE must be well looked after, and stored correctly when not in use and maintained. Any damage to PPE must be notified to the Manager immediately. This is regarded as company property and does not belong to the employee. Employees will not be charged for any PPE. However, if employees remove PPE without prior authorisation this will be treated as theft and dealt with accordingly.

Termination of Employment

On the termination of your employment you must return all items of your uniform to your employer within five days. Failure to return uniform items (in this time frame) will result in the cost of these items being deducted from any outstanding monies owed to you. A breakdown of the cost and further detail of this clause will be in the Uniform Agreement in which you will sign upon being given any uniform items.