

DRESS CODE AND UNIFORM POLICY

This policy sets out the expectations of the company in relation to the wearing of uniforms. The policy applies to all staff, including those with honorary contracts, Temp workers and agency workers and volunteers.

The Dress Code (and Uniform Policy) is necessary in order to:

- Present a smart and professional image, thereby increasing customer and public confidence.
- Have regard to health and safety considerations for staff.
- The company considers the way employees dress and their appearance to be of significant importance in portraying a corporate and professional image to all users of its service.
- The company recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security considerations.
- The Dress Code Policy is designed to guide managers and employees on the application of the company standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.
- All staff are required to comply with the principles of the Dress Code Policy. Failure to adhere to the Company's standards of dress and appearance may constitute misconduct and may result in formal disciplinary proceedings.
- Employees are responsible for following the standards of uniform/dress and appearance laid down in this policy and should understand how this policy relates to their working environment, health and safety, particular role and duties and contact with goods during the course of their employment.
- Managers are responsible for ensuring the Dress Code Policy is adhered to at all times in respect of the employees they manage.

The Dress Code

ALL staff are required to wear a uniform, examples of acceptable staff clothing

Include: -

- Female employees: Black Trousers or Combat pants, Black Polo Tops or T-shirts, Black Jumpers or Cardigans, Black Fleece or Over coat, Hi Viz Vest, Steel Toe Cap safety boots.
- Male employees: Black Trousers or Combat pants, Black Polo Tops or T-shirts, Black Jumpers or Cardigans, Black Fleece or Over coat, Hi Viz Vest, Steel Toe Cap safety boots.

Non-acceptable Clothing: -

The following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or for the Company's public image:

- Casual trousers, Jeans or skirts (all colours and styles)
- Trousers or skirts that are of a length that they touch the ground when walking is not acceptable on safety
- Tracksuits
- Casual sports T-shirts
- Leisure shorts
- Combat trousers
- Baseball caps/hats

- Overly tight or revealing clothes, including mini-skirts, low cut tops or those revealing the midriff
- Clothing bearing inappropriate slogans

Personal Protective Clothing and Equipment: -

The provision of personal protective equipment is the responsibility of Parcel Partner. Each manager must ensure that personal protective clothing and equipment is available to the employee, if identified as necessary in the risk assessment, in accordance with the regulations (i.e. COSHH and local/statutory).

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.

Footwear

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Trainers, (unless specifically required for the job role) stiletto heels and plastic flip-flops are not acceptable.

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

Jewellery and Piercing

Jewellery must be kept to a minimum, large or hooped piercing are non-acceptable for your job role.

Client Logo's

Never wear one of our Clients Logo uniforms in another client site. Always wear your standard black uniform if you need to work on another contract.

Uniform Requirement

General requirements for uniform wearers:

- The uniform should be worn in a clean and presentable fashion.
- Smart and appropriate shoes or boots (Steel toe) should be worn.
- Employees who smoke must not smoke in uniform or be identifiable as a worker.
- All staff leaving the company within 2 weeks service, who have been provided with a company uniform must return their uniform to their manager. Failure to do so will result in the appropriate deduction of pay from the final salary, in line with the terms and conditions of the contract of employment.

I HAVE READ, UNDERSTOOD AND WILL ADHERE TO THE ABOVE INSTRUCTION.

Name: _____ Sign: _____

Date: _____