

TITLE: STANDARDS OF DRESS POLICY

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1 Standards of Dress for Staff Policy

This policy detail the required standards of dress and appearance by all staff employed at SETA Training & Advisory Services. It is important to recognise that every employee is a face of the SETA and their appearance is important to the identity of the company.

All staff working at SETA are expected to present a high standard of dress and appearance that is appropriate to their position of work. All staff are dealing with the public and therefore, the image they present is very important in inspiring confidence about our ability to deliver a quality service.

1.1 Identification Badges

Identification badges should be worn at whilst on company premises and when representing SETA off site.

1.2 Smart In Appearance

Staff are ambassadors for the SETA and a suit jacket with tie would normally be recommended with smart black or brown trousers and shoes, but a smart sweater, trousers and shoes are also acceptable. Alternatively a smart dress or blouse may be worn.

Casual wear such as jeans, combat trousers, tee shirts, shorts, trainers, sandals, caps, etc are not considered suitable. Extremes in fashion should also be avoided along with vulgar, crude, violent, obscene, libelous dress-wear or dress-wear that advocates discrimination.

Clothing which is low cut or shows the midriff or back, visible undergarments would also be classed as unsuitable for the standards expected by the Training Centre and for the working environment of the company

1.3 Extremes in Fashion

The following are just some of the extremes in fashion that would be deemed unsuitable for the standards expected by the SETA this list is not exhausted and others may apply:

- **Make-up if worn over a moderate level**
- **Jewellery that is excessive**
- **Sunglasses (unless medically required/working outside for long periods)**
- **Tattoo's in prominent locations that cannot be covered by clothing.**
- **Untidy/brightly coloured hair - The dying of hair to an unnatural colour i.e. pink, green**

1.4 Practicality Exemptions

Staff are expected to dress according to their role within SETA. Those who work in training rooms and practical sections should present a smart appearance (as above) with appropriate protective clothing when necessary.

Caretaking and Cleaning staff should dress according to the needs of the position with the addition of the approved overalls and protective clothing given for that role.

Mealtime Assistants should present a smart but practical appearance, although they are very likely to be wearing appropriate protective and regulated hygiene clothing for much of the time.

Uniforms

If staff are provided with uniform or protective clothing this should be worn at all times or as instructed. If uniforms or protective clothing becomes dated or worn it should be replaced, it is the employee's responsibility to raise this as and when it occurs.

High Profile Situations

In high profile situations such as media interviews, meetings with outside officials and agencies, all staff should adopt a smart businesslike style standard of dress unless advised differently or authorised by the Director or CE.

Personal Hygiene

In order to portray the correct image of the SETA, staff should be well groomed in terms of hygiene at all times whilst at work.



Training & Advisory Services Ltd.

PERSONNEL POLICY

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Variation of Policy due to Religion/Culture

This Policy will be flexible and due account taken of religious/cultural beliefs of life-style reasons. In these cases reports should be directed to the Director, stating the variation required and discretion will be applied to each individual case.