

Staff Uniform Policy

Policy Statement

This policy is designed to guide employees on the required standards of dress and appearance. Employees must maintain an appropriate standard of dress and personal appearance at work and conduct themselves in a professional manner at all times both within the workplace and when representing the institution.

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.

The institution recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. Where necessary the HR Department can disseminate appropriate information explaining cultural dress and customs. However, priority will be given to health and safety, security and other similar considerations.

Policy:

While working for the institution, employees represent the institute. The appearance of employees contributes to our reputation and the development of our business. All employees are required to be neat, clean and tidy and of smart appearance in a way to present themselves at all times in accordance with their professional status and dress in a manner appropriate to their role, whether working on the school premises or elsewhere.

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed too. Neither list is all-inclusive nor are both open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your manager or Human Resource Manager.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, belts and ties. Shirts are to be buttoned and tucked in at all times. Pants are to be sized to the natural waist and worn at the waist. In cold weather, personal clothing in a solid coordinating colour may be worn under the uniform.

Formal wear for men: Indian Wear:

Formal wear for women: Indian Wear:

- Full Set- Saree, Salwar Suits
- Top Wear- Kurtis, Kurtas
- Bottom Wear- Salwar, Churidar, Leggings
- Sarees are professional outfit, a part of the women's formal wear. Sarees, have different draping styles regionally across India, but the common and standard style is the one with the pallu draped over the left shoulder towards the back. Avoid big bright prints and embellishments. Reserve the silk sarees for functions and stick to easy to drape and easy to maintain fabrics like cotton silk, kota silk, chanderisetc for daily wear. It's best to not experiment much with blouse neck/sleeve designs when wearing them to office.
- Salwar Suits- Another complete outfit in itself, a salwar suit is a great alternative choice for women to wear to school. choose straight cut or A-line salwar suits in fabrics like cotton, jute silk, chanderi, tussar silk etc.

A few things to remember when choosing a salwar suit outfit:

- Opt for solids or small prints and with less or no embellishments
- Avoid revealing or deep necks and extremely tight fitting tops
- Avoid styles like anarkalis since they are more of ethnic wear kind
- It's good to make sure that the kameez/top is at least of a knee length, to make it look more formal.
- **Western Wear:** Western wear, categorize as:
 - Full Set- Dress (Shift & Sheath dresses)
 - Top Wear- Shirts, Blouses, Tunics
 - Bottom Wear- Culottes, Pants/Trousers (Slacks), Palazzo, Skirts.
- **Name Tag/ID Badge:** While working at, or delivering to, a school campus or activity, employee name tag/ID badge must be visible at all times while on duty or on school grounds.

Certain items that are not permitted at work are:

- Items of denim clothing, coloured jeans (with the exception to employees working directly in practical Art & Drama classrooms/studios and Maintenance & Accommodation staff);
- Slacks, pants, and suit pants:
 - Slacks that are made of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, tracksuit pants, shorts, leggings (unless worn under a dress or skirt), and any spandex or other form-fitting pants such as worn for cycling.
- **Skirts, dresses, and skirted suits:**
Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are

inappropriate for work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

- **Shirts, tops, blouses, and jackets :**

Casual shirts, dress shirts, tops, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office. Inappropriate attire for work include tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; jumpers, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

- **Shoes and footwear:**

Conservative athletic or walking shoes, loafers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Thongs, slippers, sneakers and sandals are not acceptable in the office.

- **Jewellery, make-up, perfume, and cologne:**

Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

- **Hats and head covering:** Hats are not appropriate in the office. Head covers that are required for religious purposes or to honour cultural tradition are allowed

- **Tattoos** are to be kept covered during working hours. Facial piercings are to be covered or removed during working hours.

The school is responsible for the health, safety and welfare of staff, students, visitors, and others who may be affected by its work activities. Where this is compromised by the wearing of certain dress (including footwear and jewellery items) or where this is likely to enhance the risk to other persons, a risk assessment for the activity will be carried out between the wearer and the HR manager.

It should be noted that whenever possible medical intervention will take account of religion and cultural sensitivities. However, removal of any religious or cultural symbol/jewellery or face covering may be required. It is preferable that a female member of staff is present when a female requires medical assistance and similarly for men. All first aid staff will be made aware of this preference.

The institute welcomes the diversity of appearance which students, staff and visitors bring to the campus. However, there may be occasions where health and safety or professional considerations restrict certain modes of dress and the wearing of jewellery items, footwear such as, for example, when working in labs and/or on placement.

Employees who meet with agents, parents or represent the institution to members of the public must present a positive image of the school. In this regard, acceptable attire is smart

business wear i.e. suit or smart jacket and trousers/skirt/dress. Shirts and blouses are expected to be ironed. Male employees must also wear a tie.

Casual Dress Days: Smart Casual Attire (Saturday or as applicable)

It is custom that Saturday has a more relaxed approach to office dress. On these days, jeans and other more casual clothing are allowed. Where the wearing of jeans is permitted they should be clean, of smart appearance and worn in an appropriate manner so as not to offend others i.e. they must not show the individual's innerwear.

The same guidelines as above should still be adhered to, including: no distracting or offensive clothing (including slogans on t-shirts); no clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear; no inappropriate footwear such as thongs etc. You should always look appropriate enough for non-scheduled meetings with members, stakeholders etc.

Please note that even though you may not work in a role that has face-to-face contact with external parties, there is still a high chance you will have exposure to them as they pass through the building. An example of this is when members visit the tea room during their training sessions on a Friday.

Employees who are required to wear a uniform:

- Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by the HR manager.
- Uniforms must always be clean and ironed and worn in a presentable fashion.
- The uniforms issued must not be altered in any way without the permission.
- Where uniforms are issued by the institution, they remain the property of the institute.
- Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment
- Employees who are required to wear protective clothing and equipment
- Employees who occupy roles that require protective/safety clothing or footwear are obliged to wear this clothing while carrying out their duties as required by law or by the School's rules. In addition, any employee whose job involves working with food must keep his/her hair either short or tied back and must not wear any Jewellery other than a wedding ring and only wear minimal make-up. Wearing nail varnish and perfume is not permitted. These rules are in place for safety/hygiene reasons.

Visual and performing arts Employees:

Whilst the institute understands the need for a more flexible approach towards attire and appearance for members of staff working in the practical art and drama classrooms/studios due to the nature of their working environment, the school still expects a degree of professionalism with regard to dress code and appearance in the workplace which should be appropriate to an employee's specialism, be clean, non-threatening and not be overtly sexual. If you have any doubt about the acceptability of your attire, please speak in the first instance to the HR.

Any employee who disregards these rules will be subject to disciplinary action; it is anticipated, however, that minor breaches of the policy will be dealt with as informally as possible. In serious cases, where an employee's appearance is, in the institute's view,

unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of his/her absence from work.

Employees are expected to comply with the institute's dress code policy, maintaining an appropriate image for the workplace any time they are at work or otherwise representing the school, such as during professional association meetings and business travel. Failure to adhere to this policy may result in appropriate disciplinary action, up to and including termination of employment.

DRESS CODE AND UNIFORM PROCEDURE: CATERING STAFF

The purpose of these guidelines for Catering staff is to provide very clear direction for the workforce to present a positive and professional image that is supported by clear information for patients and the public in relation to the different roles, titles and responsibilities. The aim is to foster confidence and trust, by creating a positive image of the Trust and a sense of pride for staff and to ensure that catering standards are maintained.

All catering staff within a catering environment (this includes Bank staff) who are involved with food preparation / production and/or handling of food will wear a uniform

On commencement of training or employment within the school, all Catering staff will be provided with a full uniform. Staff will be expected to wear a fresh clean institution approved uniform every day and must ensure that their uniform is presentable.

The uniform should be neat, clean and without holes.

Staff must wear the designated uniform at all times, unless permission is given to the contrary. Clothes that become contaminated / heavily soiled must be changed at the first opportunity. It is the individual employee's responsibility to ensure their uniform is cleaned and pressed ready for use each day of work. A fresh clean uniform must be worn each day and washed at a temperature of 60°C for Infection Control purposes.

Dresses must be measured to below the knee. Staff will be issued with all relevant uniforms as directed by the Trust catering services manager. Staff will not travel to or from work in catering uniform. Staff may travel in enclosed private transport in uniform on the completion of their duties. When employment with the Trust is terminated, all uniforms must be returned to the Catering Office / Catering Manager for security and protection of the public and signed back in. Failure to do so within one week of termination will result in deductions from final salary. Suede shoes, sandals, trainers, open toe shoes or shoes with decoration **must not be worn.**

Permission may be given temporarily for other footwear to be worn where medical reasons prevail, always remembering health and safety regulations.

Foot wear must be clean, polished and maintained to a good state of repair.

Foot wear must be durable enough to withstand decontamination to minimise cross infection, i.e. must be a wipeable, smooth outer textile / leather

Hair will be worn neat and tidy at all times, and covered with protective headwear.

All staff with long hair below collar length will wear it tied back and off the collar.

Fingernails must be kept short and clean. Hands must be clean, well-cared for and appropriate to the area of work. **All cuts must be covered with plasters and must follow guidelines for infection control.**

Hair Coverings:

Employees and visitors: While working in food preparation and serving areas OR walking by food preparation areas, hair must be effectively and completely contained and covered (at all times) (e.g., secured in a hairnet, visor, hat/baseball cap, scarf, etc.)

- i. Long/medium length hair must be contained in a pony-tail, then bun as well as in a head covering such as a cap or visor.

- ii. A hairnet must be worn if hair cannot be completely contained in head covering (may be worn under a visor or cap).
- iii. Not permitted: hairpins, curlers, or beaded hairnets.

Aprons :

- It is required that, while preparing and serving the food, school cafeteria and employees (including substitutes) wear aprons (school issued apron preferred).
- When stepping away from food preparation area (i.e., for a break or lunch), remove and store your apron in a sanitary location.
- Not permitted: school provided uniforms may not be altered in any way.

Uniform for Teachers –

Uniform for performing Arts Trainers –

Uniform for House keeping staff

Uniform for Warden

Uniform for facility staff

Uniform for Kitchen staff

Uniform for Dining hall staff

Uniform for Driving staff

Uniform for Security staff

Uniform for Gardening staff

Uniform for Office staff

Uniform for Office attenders and peons

Uniform for sports staff

(all to be defined)