



# Code of Dress Policy

January 2018



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## **1. Introduction and Purpose**

This policy is designed to guide employees on the required standards of dress and appearance. All employees must dress professionally at all times both within the work place and when representing the organisation.

## **2. Scope**

This policy applies to all employees of the City of Wolverhampton Council.

Corporate uniforms must **not** be made available to non-council employees.

NJC employees and Teachers employed by Governing Bodies on behalf of the Local Authority are normally covered by Schools HR Policies (Grey Book). Where the Grey Book does not provide a policy or guidance on a particular matter, Schools may choose to adopt the good practice models available from CWC HR which are applicable to NJC employees.

## **3. Uniforms**

### **3.1 Responsibility**

It is the responsibility of employees to wear uniforms correctly during working hours, and to ensure uniforms are kept clean and tidy and are not altered without the council's permission.

It is the manager's responsibility to ensure that employees are consulted and treated fairly and equitably on matters of equality and religious beliefs.

### **3.2 Modification**

The City of Wolverhampton Council respects the right for employees to adhere to religious and cultural observances, however, employees who wish to make modifications to their uniforms to reflect their beliefs must agree them with their line manager.

The council will allow some modification to the uniform for employees with specific medical conditions, however employees who wish to make such modifications to their uniforms or work attire must agree them with their line manager in conjunction with Corporate Communications.

Priority will be given to health and safety, security and other similar considerations when agreeing any modification or alterations to uniform.

### **3.3 Cleaning and Repair**

Uniforms must be maintained in a neat and clean condition. The manufacturer's care instructions should be followed to maximise the life and presentation of garments.

The cleaning and repair of the uniform is the responsibility of the individual employee.

Employees can claim tax relief in respect of laundry costs by writing to the local Inland Revenue Office, with their National Insurance number and details of cost. More information can be found at <https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>

### **3.4 Replacement of Uniforms**

Uniform requirements will be replaced when damaged or showing signs of wear and tear. Accidental damage to clothing will be reviewed on a case by case basis by your line manager.

### **3.5 Employee Identification**

Employees who are provided with an access pass or identification card must wear them on a corporate branded lanyard at all times. All employees who have daily, face-to-face contact with our customers must wear a name badge at all times unless alternative local arrangements are in place due to health and safety or security reasons.

### **3.6 Outside of Work**

Employees must not wear their uniform or identification when not at work, and are required to return all uniforms on termination of their contract of employment on their last day of work. This is to maintain the integrity of the council's corporate image by minimising the risk of the council being misrepresented.

### **3.7 Uniform Supplier**

Uniforms must be procured and branded in accordance with the City of Wolverhampton Council's nominated supplier(s) list.

### **3.8 Adverse Weather Conditions**

Your line manager will issue advice on any changes to uniform requirements as a consequence of adverse weather conditions as and when appropriate.

## **4. Dress Down Fridays and Charity Days**

The last Friday of every month is 'Dress Down Friday', for which employees may dress casually if appropriate and in accordance with local arrangements. Donations are made to support the Mayor's charities on such days. There may also be fundraising days for which employees are permitted to dress accordingly to raise money or awareness for the specified charity. Such events will be communicated to employees in advance.

## **5. Dress code for non-uniformed employees**

**5.1** Whilst the style and type of the clothes worn will be at the discretion of the employee, they must provide a professional image for the council. All employees are required to be neat, clean and well-groomed while at work, whether working on council premises or elsewhere.

Employees must adhere to the following standards, particularly when in contact with partners, customers and members of the public:

- Employees must wear clothing appropriate to their post and position.
- Employees must not wear casual jeans/trousers, shorts or tracksuits (unless appropriate for their post).
- Employees must adhere to local dress code arrangements.
- Clothing must be neat, clean and in a good state of repair.

Employees who are concerned that proposed dress requirements may conflict with their religious beliefs must raise their concerns with their manager. This clothing policy is not intended to lead to the prohibition of religious items, such as, a visible cross, Kara, turban and hijab etc.

Any slogans and symbols displayed on employee clothing which are considered to be discriminatory or offensive will be dealt with under the Disciplinary procedure.

## **6. Equality**

An equalities analysis is available for this policy.

## **7. Review Position and Date**

This policy will be reviewed every three years following ratification or sooner if the necessity arises.

## **8. Related Documents**

- Corporate Identity Guide
- Disciplinary Policy