



DRESS AND APPEARANCE POLICY (ASSOCIATE VERSION)

APPROVAL CONTROL

ROLE	NAME	DATE
Chief of Staff	Sara Robinson	14/10/2016

VERSION CONTROL

VERSION	AUTHOR NAME	VERSION CHANGES	DATE
0.1	Jayne Morris	Draft associate policy	11/10/2016
0.2	Sara Robinson	Minor amend to Huntswood premises	14/10/2016
1.0	Sara Robinson	Signed off	14/10/2016
1.01	Gail Lawrence	Annual review	01/10/2017
1.02	Jayne Morris	Annual review – no change	01/10/2018
1.04	Scarlett Campbell	Annual review – no change made	16/04/2019
1.05	Scarlett Campbell	Removal of dress/skirt length requirement and input of sentence about conversations re: dress code.	27/11/2019
1.06	Scarlett Campbell	Update next review date	07/01/2020

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OBJECTIVE

The objective of this policy is to communicate Huntswood's position on the standards that Huntswood believe is appropriate when it comes to the dress and appearance of Huntswood Representatives to protect the image of the company.

APPLICABILITY

This policy applies to associates engaged by Huntswood on client projects, through an umbrella company or a limited company ('Associates') working on Huntswood sites.

Associates working on client site are expected to adhere to the client's dress and appearance policy where one exists. If there is no client policy associates should adhere to this one.

POLICY

The appearance of all Associates must be professional at all times, as such Associates are required to adhere to the following guidelines:

Smart Business Dress

All Associates, when not meeting with clients are expected to wear smart business dress; for men this includes smart shirts and tailored trousers and for women smart blouses/shirts, knitwear and tops with tailored trousers, skirts and dresses.

Clothing needs should be appropriate to the office environment and appropriate footwear should be worn.

Dress down days

Huntswood operates a dress down day on each Friday of the week and, where client sites allow for a dress down day, and subject to any specific guidance provided on a site by site basis, Associates can dress 'smart casual'.

This includes smart trousers/jeans and shirts or polo shirts/t-shirts for men and smart blouses/shirts, knitwear, tops, skirts, trousers, jeans and dresses for women.

Trainers that are clean and presentable may also be worn.

Smart casual dress is a benefit which should not restrict employees from wearing smart business dress if they so desire.

Jeans for Charity

On the last Friday of the month, Associates on Huntswood sites will be asked to donate at least £1 to our charity, Daisy's Dream.

Jeans for charity is a benefit which should not restrict representatives from wearing smart business dress if they so desire.

NON-PERMITTED ITEMS

The following items are not permitted to be worn at work at any time:

- Any item which is scruffy or torn
- Leggings/footless tights
- Shorts of any kind
- Sports clothing, for example tracksuits, including combat trousers and football/rugby shirts
- Sweatshirts or t-shirts with slogans or symbols
- Midriff tops
- Vests or camisoles
- Comedy socks or ties
- Strappy or strapless tops will only be acceptable when worn with a cardigan or jacket (and the cardigan or jacket is not removed)

PERSONAL GROOMING AND HYGIENE

Personal grooming and hygiene must be of the highest standard, hair should be neat and well kept, and outrageous styles and colours are not acceptable. Facial hair should be established and neatly trimmed.

Jewellery

Any jewellery should not be excessive or unconventional. Earrings must not be obtrusive or ostentatious. No other jewellery work or body piercings are permitted.

RELIGIOUS AND CULTURAL NEEDS

Huntswood recognises the diversity of cultures and religions and the wearing of religious and cultural dress, for example headscarves, skull caps and turbans, is welcomed; this would also apply in terms of jewellery. However, health and safety protocol may come into effect where the welfare of the wearer is compromised.

HEALTH & SAFETY

Huntswood have the discretion to consider variations to the guidelines on health and safety grounds for specific work duties, for example office moves, filing days or manual work.

PROCEDURE

If you do not comply with the dress and appearance policy, in the first instance, your team leader will discuss with you informally.

In serious cases of non-compliance with the dress and appearance policy you will be required to return home to change. In these circumstances, you may not be paid for the duration of this absence from work.

If you continue to not comply with the dress & appearance policy and disregard these rules you may be in breach of contract.

If you feel a representative of Huntswood, who is not in your direct line of management, is not complying with the dress code please raise the issue with their line manager or HR in the first instance. When speaking with your own team members please ensure that this is done constructively and in private, consult with HR if you have any concerns.

The policy may be varied from time to time at Huntswood's discretion.

TABLE OF DEFINITIONS

The table of definitions provides definitions of terms used within the policy document

TERM	DEFINITION
Huntswood Associate	Anyone engaged on a client project by Huntswood, through an umbrella company or a limited company.

POLICY RESPONSIBILITIES

The following table defines the business roles and their responsibilities in regard of the policy document.

RESPONSIBILITY	ROLE	DEFINITION
Owner	Head of HR	The Owner ensures the policy is reviewed and maintained on a regular basis
Reviewer	Chief of Staff	The Reviewer ensures the policy document aligns with relevant legislation and company requirements
Author	Head of HR	Shall update the policy document in a succinct time frame on receiving updates from the reviewer and in accordance with company policy writing guidelines
Policy Audience	Huntswood Associate	Must apply the business policy to the business they undertake on behalf of Huntswood

APPLICABLE STANDARDS AND LEGISLATION

- Human Rights Act 1998
- Equality Act 2010