Title of Policy:	**Dress Code**
Section:	**Human Resources**

Purpose

Failure to observe the rules of Carers Choices regarding dress and appearance could lead to disciplinary investigation and possible dismissal. This policy lays out the rules to be followed.

Statement

The personal appearance and cleanliness of employees makes an important contribution to Carers Choices' reputation and image, as well as supporting high standards of health and safety. Employees must adhere to the standards outlined in this policy statement at all times.

Procedure and Guidance

Uniform policy

If you are required to wear a company uniform, you must do so at all times during your hours of work.

All uniforms must be kept clean, in good condition and worn in a presentable fashion. No item of Carers Choices uniform may be altered without prior approval. You must return your uniform in a reasonable condition on termination of your employment. Carers Choices retains the right to deduct the cost of any uniform that is not returned or is returned in a damaged condition due to your neglect, from your final pay.

Formal dress code

If a uniform or specified clothing is **not provided**, you are required to dress in a manner appropriate to the function in which you are engaged. All employees must adhere to the following standards, particularly when in contact with Clients:

- if working in the office, you must wear normal smart business dress suitable for a working environment which involves regular contact with Clients, or potential Clients and maintain high standards of personal hygiene.
- hair must be tidy and long hair tied back.
- loose clothing e.g., scarves must not be worn.
- you must ensure your clothing is clean, ironed and in good condition, free from rips and tears.
- Footwear should be dark, kept clean and in good condition and appropriate to the function you are performing. Flip-flops, high-heels and platforms are not permitted.
- you are not permitted to wear shorts, cropped garments, short skirts or other such inappropriate wear during working hours.
- you are permitted to wear discreet earrings, but facial studs, nose or eyebrow rings and hanging body jewellery are not permitted. Only one plain gold (or similar) band-type ring is permitted to be worn for food handling and/or safety reasons.
- facial make up should be light and discreet.
- nail varnish should not be worn.
- you are permitted to wear perfume but should ensure it is discreet and not overpowering.
- you must ensure that your hands and nails are clean and tidy when at work.

Name badges should be worn at all times during working hours.

If you are required to sleep on Clients' premises at night, suitable night attire must be worn so not as to cause offence.

Examining and treating Clients

In addition, when examining or treating Clients you must ensure that:

- you adopt a 'Bare Below the Elbows' policy. Due to garments potentially touching wounds and causing infection/cross contamination or breaching

infection control guidelines, you are not permitted to wear long sleeves, ties, scarves or any loose clothing when treating Clients.
- wrist watches and all hand jewellery are removed.

Tattoos

Tattoos must be covered at all times whilst at work.

Personal Protective Equipment (PPE)

You will be supplied with any necessary personal protective equipment (PPE) at Carers Choices' expense. It is a condition of your employment that you wear any PPE whenever required by law or by site-specific rules while working. Breach of these rules may result in disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

You are expected to maintain all items of PPE in a reasonable condition. You will be required to return all PPE when your employment ends. Carers Choices reserves the right to deduct from your final pay the cost of any PPE that is not returned or is returned in a damaged condition due to your neglect. Should you present yourself for work without the necessary PPE, you will not be permitted to start work until you have obtained the correct PPE.

Personal hygiene

You must ensure that you bathe or shower before coming to work. In addition, you should wear a deodorant or antiperspirant to help keep you fresh throughout the working day. You are permitted to wear perfume or aftershave, but it must be discreet and not overpowering.

Smokers' hygiene

Smokers are requested to clean their teeth after smoking or freshen their breath with mints or a breath freshening product before returning to the workplace.

Hygiene and grooming

If you are a food handler, shoulder length or long hair must be tied back. Any beard, goatee or moustache must be kept trimmed and smart looking. Your nails need to be neat and clean at all times. You are not permitted to wear nail varnish when involved in food preparation.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Well-Led • Governance, management and sustainability • Learning, improvement and innovation	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 18: Staffing	

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden