



EdStart- Specialist Education Ltd.

## DRESS AND APPEARANCE POLICY

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The Company wishes to portray a professional image to its students and other

school/business contacts at all times. As a result, it operates minimum standards of dress and appearance, which require employees to dress in a manner that is suitable and appropriate to the Company's business both within the workplace and when representing the Company.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and employees must therefore use common sense in adhering to the principles underlying the policy.

## **DRESS AND APPEARANCE**

All employees are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company's premises or elsewhere on Company business.

### **Please adhere to the following:**

- Male colleagues are expected to dress in smart/casual attire for example:  
Shirt / polo shirt  
Knitwear  
Dark jeans / chinos  
Dark trainers / shoes
- Female colleagues are expected to dress in smart/casual attire for example:  
Blouse / shirt / polo shirt  
Knitwear  
Skirt / smart trousers / dark jeans  
Boots / shoes / dark trainers
- Sportswear can be worn if you are delivering physical activities, please ensure attire is smart, clean and well presented (If you wish, EdStart branded sportswear can be purchased, please contact your line manager for further information)
- Hair should be kept clean, neat and well-groomed and hairstyles and hair colours should be conventional
- Women do not need to wear make-up or nail polish if they do not wish to do so but make-up, if worn, should be subtle and nail polish, if worn, should be in good condition
- Jewellery should be kept to a minimum and should be conventional and you should not wear more than one set of earrings. Any earrings worn must be small and unobtrusive
- Nose rings, eyebrow rings and other facial or visible body piercings are prohibited
- Tattoos should (where possible) be kept covered (and should not be visible)
- X1 EdStart branded polo t-shirt will be supplied at no cost to the employee if required. Further polo t-shirts can be purchased at a cost, please liaise with your line manager for further information

### **Please avoid the following attire:**

- Stone washed jeans, leggings, jeggings, combat trousers, frayed trousers or torn trousers
- Shorts, hot pants, excessively short clothing or miniskirts
- Sports or yoga clothing, for example tracksuits, hoodies and football shirts
- T-shirts or low cut, revealing, cropped, midriff or transparent tops
- Tops with slogans or symbols that could cause offence
- White trainers
- Flip flops, sandals
- Dirty clothing, or clothing in a poor state of repair
- Excessive or unconventional jewellery

If you are required to wear a name badge or ID card, this should be worn at all times whilst you are at work and must not be worn elsewhere.

Finally, the Company accepts that members of certain ethnic or religious groups are subject to strict religious or cultural requirements, or may have particular religious or cultural preferences, in terms of their clothing and appearance. The Company recognises the diversity of religions and cultures of its employees and will take a sensitive approach when this affects dress and uniform requirements. Subject to necessary health and safety, hygiene and security requirements and other similar considerations, the Company will not insist on dress rules which run counter to the cultural norms or the religious or cultural preferences of such employees. If you are uncertain as to whether a particular item of clothing is acceptable or not, please speak to your line manager.

## **PERSONAL HYGIENE**

In addition to the minimum standards of dress and appearance set out above, all employees are required to take all reasonable steps to maintain acceptable levels of personal hygiene. This includes ensuring that you do not have body odour, dirty or stale-smelling clothing, dirty hair or bad breath whilst at work, whether working on the Company's premises or elsewhere on Company business. It also includes ensuring that your clothes, hands, hair or breath do not smell of smoke whilst at work as a result of smoking outside your normal hours of work or during designated breaks. Poor personal hygiene can result in an unacceptable working environment for other employees, given the close proximity in which you have to work, and it can create a negative image of the Company when dealing with students or visitors.

You must also refrain from wearing overpowering or excessively strong smelling aftershaves or perfumes as these can be equally unacceptable to third parties.

The chewing of any type of gum or tobacco whilst at work is expressly prohibited as it looks unprofessional in front of third parties.

The Company accepts that, occasionally, a problem of body odour or bad breath may be as a result of a health or medical issue and may not always be due to a lack of personal hygiene. In this case, you should seek medical advice from your doctor and follow that advice.

## **POLICY COMPLIANCE**

If you fail to comply with the above rules on dress, appearance and personal hygiene, this is a serious matter and will be dealt with in accordance with the Company's disciplinary procedure.

In addition, depending on the circumstances of the case, you may be required to go home and change your clothing or bathe. If this happens, you have no right to be paid for the period of your absence from work.