DRESS CODE POLICY

PURPOSE

The purpose of the Dress Code Policy is to make our staff aware of our expectations in relation to dressing appropriately at all times in relation to their role and to ensure that their personal hygiene and grooming are properly attended to prior to presenting themselves at work. Failure to adhere to our Dress Code Policy may result in disciplinary action.

UNIFORMS

All staff must wear their uniform at all times unless it is a unit which requires you to wear your own clothes; You will be advised when you are booked for shift, what you are required to wear. It is your responsibility to ensure that your uniform or clothing is clean and presentable. Uniforms minimises the spread of infection and also identifies you to clients and families. Trousers are purchased by staff and should be navy or black; no jeans shall be worn at any time, even when no uniform is required e.g. in learning disability units.

When uniforms are worn outside of work premises, they must be worn correctly and staff must remember that their uniform will identify them as an employee of Aberness Recruitment Agency. Thus their actions must not be allowed to bring the company's name into disrepute.

If an Aberness Employee is wearing her uniform to and from their work, they must cover the uniform at all times with a cardigan or jacket, whilst they are not working.

In certain units, staff may wear their own clothing to reflect the nature of the service. The following items of clothing are not acceptable:

- Shorts
- Inappropriate design, logos or slogans including football shirts
- Strappy tops or clothing that is too revealing

Staff Uniform:

1. **Female – RN Navy/white tunic or scrub; Care Assistant light blue/white tunic or scrub**
2. **Male – RN Navy/white tunic or scrub; Care Assistant light blue/white tunic or scrub**

Aberness Recruitment Agency will endeavour to assist you to obtain the appropriate uniforms as required. We have some supplies at the office where they can be purchased. Uniform prices are discussed at induction and can be purchased on day of induction and anytime throughout the year.

FOOTWEAR

Staff are responsible for providing their own footwear, which should be of a sensible and safe style. They should be flat, with toes fully covered and of a sensible colour. No high heeled shoes, flip flops, Crocs or open toe sandals to be worn at any time.

BADGES

Staff should wear their identification badges as provided by Aberness Recruitment Agency and be clearly visible and prominent at all times. Loss of your badge must be reported immediately to your line manager. Staff will be unable to work without their identity badge. If your badge is lost or damaged at any time, it is the responsibility of

the Aberness Employee to request a new badge, there will be a charge for a second badge. Badges will be renewed on an annual basis with updated photographs.

JEWELLERY, COSMETICS AND HAIRSTYLES

All jewellery except for wedding band and stud earrings are considered a hazard and must not be worn on duty. Nail varnish and nail extensions should not be worn and the use of cosmetics make up kept to a minimum. Hairstyles must be worn smartly and any hair longer than shoulder length should be tied up. Staff grooming standards reflects the values of Aberness Care.

OTHER APPEARANCE ISSUES

Staff should ensure they attend their work with an acceptable level of personal hygiene and body odour. Occasionally poor personal hygiene/odour can be a result of a health condition and an employee may be advised to consult their GP.

Clients may take exception to being cared for by a member of staff who has conspicuous 'love bites' or similar and can reflect on company standards.

Staff who are suffering from fleas/hair lice must get treated as soon as possible to minimise risk of infestation to clients and work colleagues.

If you have any queries about what is appropriate, these should be directed to your line manager.

RESPONSIBILITY

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

Maintenance, regular review and updating of this policy is conducted and agreed by the Director. Revision, amendments and alterations to the policy can only be implemented following consideration and approval by the Director of Aberness Recruitment Agency.

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