

# DRESS CODE AND UNIFORM POLICY

## CLINICAL AND NON CLINICAL STAFF

<b>POLICY REFERENCE NUMBER:</b>	CP41
<b>VERSION NUMBER:</b>	2.3
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	Guidance regarding polo shirts for Community MH & STaRs / MVAs staff; amendments regarding lanyard provision and Lone Worker Devices added. Extension granted Sept 2020; further extension (3 months) GC March 2021
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<b>CONSULTATION:</b>	Operational Service Leads including IT Facility & Catering Leads Pharmacy leads Admin leads Allied leads Workforce Education & Training Leads Clinical Governance & Quality Sub-Committee Health & Safety Sub-Group
<b>IMPLEMENTATION DATE:</b>	September 2017
<b>AMENDMENT DATE(S):</b>	Harmonised in July 2017; Feb 18; August 2018; September 2019; May 2020; Sept 2020
<b>LAST REVIEW DATE:</b>	N/A
<b>NEXT REVIEW DATE:</b>	<del>September 2020</del> March June 2021
<b>APPROVAL BY CLINICAL GOVERNANCE &amp; QUALITY SUB COMMITTEE</b>	September 2020
<b>RATIFICATION BY QUALITY COMMITTEE:</b>	December 2020

POLICY SUMMARY		
<p>The Dress Code and Uniform Policy and associated Procedure provide clarity as to the minimum standards of dress and personal presentation expected of all staff both directly employed and contracted workers participating in clinical and non-clinical duties within the Trust. The aim is to ensure that all staff present themselves in a manner that offer clear and consistent identification of staff, allowing both service users and visitors to approach staff with confidence. This promotes the image of the Trust in a positive and professional manner.</p>		
The Trust monitors the implementation of and compliance with this policy in the following ways:		
<p>Managers will ensure staff are aware and understand this policy and standards required. Line Managers will ensure that this dress code and uniform policy is implemented, monitored and reviewed in their areas.</p>		
Services	Applicable	Comments
Trustwide	Yes	

**The Director responsible for monitoring and reviewing this policy is the Executive Nurse**

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**EPUT DRESS CODE & UNIFORM POLICY FOR CLINICAL AND NON-CLINICAL  
STAFF**

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

DRESS CODE AND UNIFORM POLICY

1.0 INTRODUCTION

- 1.1 The Dress Code and Uniform policy and procedure outlines the standards expected by Essex Partnership University NHS Foundation Trust (EPUT) in relation to its employees' dress and presentation, whilst at work or when representing the Trust.
- 1.2 This policy sets out the minimum standard of dress and applies to all staff in uniform and non-uniform employed by or seconded to the Trust. It also applies to individuals who are on placement within the Trust (students etc.) and those subcontracted into the Trust, i.e. agency staff, locums and volunteers etc.

2.0 SCOPE

- 2.1 This Policy and associated Procedures set out the basic standards required and applies to all staff working for EPUT
- 2.2 For those staff not required to wear a Trust uniform the principles outlined in this policy must be followed. This includes both clinical and non-clinical staff.
- 2.3 For those employees required to wear a Trust uniform, more specific rules are given in the accompanying procedures as follows:

**CPG41a Dress Code and Uniform Procedure for Clinical Staff with direct and indirect patient contact is applicable to:**

Mental Health, Learning Disability INPATIENT and Specialist Services

- ✓ All nursing and support staff including bank staff.
  - ✓ Housekeepers
  - ✓ Activity coordinator / Gym Instructor
  - ✓ Occupational Therapists (OT)
  - ✓ Physiotherapists
  - ✓ All pharmacy technicians and support workers.
  - ✓ Also those subcontracted into the Trust i.e. agency staff and locum.
- Community Mental Health staff including STARs and MVA teams can wear Trust approved polo shirts with NHS logo.

Community Health Services:

- ✓ All inpatient nursing and support staff
- ✓ All community health nursing and support staff
- ✓ Podiatry
- ✓ Housekeepers
- ✓ Specialist Services (Children Nursing and Palliative Care)

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- ✓ Physiotherapists
- ✓ Occupational Therapists (OT)
- ✓ All Pharmacy technicians and support workers
- ✓ Also those subcontracted into the Trust i.e. agency staff and locum

### **CGP41b Dress Code for Administrative/Front Line staff is applicable to:**

- All Non Clinical staff/administrative staff who have contact with clients, relatives, carers, members of the public or who have “front of house” roles such as receptionists, PA’s and Ward Clerks
- Non clinical staff bands 6-7 who have contact with clients at the discretion of the manager

### **CPG41c: Support Services** Applicable to:

- Porters
- Estates
- Drivers
- Handyperson
- Laundry Hands / Assistants
- Domestic
- IT staff

### **CPG41d Catering Staff** applicable to:

- All Catering Staff

## **3.0 RESPONSIBILITY**

- 3.1 The responsibility for complying with this Policy and associated procedures lies with the individual member of staff. If the member of staff has any reason that makes them unable to comply with this Policy or accompanying procedures they must discuss the issue with their line manager or the Human Resources Department to resolve the issue.
- 3.2 The responsibility for implementing this Policy and associated procedures lies with Trust line managers who should ensure that staff are aware of and understand the expected standards.

## **4.0 DRESS CODE FOR STAFF NOT IN UNIFORM**

### **4.1 General Principles**

- All staff are expected to dress in an appropriate and presentable way at all times during working hours.
- Staff working on Trust business must wear a name badge at all times. This can be removed when outside NHS property but must be accessible if required i.e. when attending properties requiring you to identify yourself e.g. a patient’s home. Name badges must not be defaced or used to display emblems or stickers.
- Name badges will be worn in a position that it is easily visible.

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- If worn, neck lanyards should have a maximum length between breakaways of 8.5"/21cm therefore providing 4 or 5 breakaway points depending on the desired length of drop and must be Trust approved, images available **Appendix 2** of this policy.
- The previous versions of 3 breakaways offering 12"/30cm were phased out in 2018 and were replaced by NHS 5 breakaway points lanyard. Teams can order NHS lanyards can be obtained from the Trust Recruitment department.

### 4.2 The dress code and uniform policy does not permit the following:

- Jeans are not permitted.
- Very casual or high fashion trousers i.e. ripped jeans; leggings; etc. are not permitted.
- Low waistband trousers showing the abdomen/lower back or allowing underwear to be visible are not permitted.
- See through/revealing garments are not permitted.
- Cropped, strapless, overly tight or revealing tops i.e. garments that show the abdomen/lower back/chest/cleavage are not permitted.
- Casual sportswear i.e. track suits (except during physical activity)
- Clothing with inappropriate slogans are not permitted.
- Shorts/ micro mini/very short skirts/dresses are not permitted.
- Flip-flops or other very casual shoes e.g. trainers are not permitted.
- Fabric type trainers/sketchers are not permitted.
- Trainers (except if worn during physical activity or required for role)
- Jewellery must be minimal – **as a guide:** a plain wedding band, one single band/chain necklace/bracelet and stud earrings.
- Facial and tongue studs must not be worn at work.
- Extreme hair colours i.e. pink, blue, green, yellow are not permitted.
- Other items that may not project a professional image are not permitted.

### 4.3 Staff in uniform or non-uniform with direct clinical involvement and/or direct contact with patients (i.e. when seeing patients in wards, ward round, outpatient clinic, performing clinical procedure; **must wear shoes and clothing that meet the following requirements:**

- Be durable enough to withstand decontamination to minimise cross infection, i.e. must be a wipeable, smooth outer textile / leather
- Be clean at the start of the shift/duty
- All shoes should support the foot, be closed toed, low heels, and low noise in clinical areas.
- Have short sleeves or capacity to roll sleeves above the elbow to ensure the principle of 'bare below elbow' (DOH 2007) is adhered to in clinical practice
- Be designed with a client group in mind, reflecting the type of work to be undertaken and be appropriate for the post.
- Coats, cardigans or jumpers/sweaters/fleece should not be worn whilst performing clinical procedures due to possibility of cross contamination and to adhere to 'bare below elbow' principles. If worn during breaks or in between patient visits they should be removed when returning to duty

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- Ties have been shown to be contaminated by pathogens (DOH 2010) and can accidentally come into contacts with patients. They are rarely laundered and play no part in patient care. Consideration must be given to the wearing of ties/belts/scarves when working in clinical areas where these could be viewed as a potential risk.

### 5.0 NON COMPLIANCE WITH POLICY

- 5.1 In serious cases, where an employee's appearance is, in the Trust's view, unacceptable, the employee will be required to return home to change. Any employee who continues to disregard these rules may be subject to disciplinary action.

### 6.0 RELIGION/BELIEF/DISABILITY

- 6.1 Where issues of uniform/dress code apply and may impact on religious belief or disability, for clinical staff - the Executive Nurse and non-clinical staff - the Executive Director of Corporate Governance & Strategy will consult with representatives of that group to ensure no discrimination has been made. Sensitivity will apply at all times in conjunction with Health & Safety at Work Regulations. However, where any deviation from the policy and associated procedures is requested on these grounds, health and safety and/or cross infection control legislation would over-ride such requests.
- 6.2 Pregnant – A list of maternity garments can be found in **CPG41a Appendix 1**. These are the only garments that are currently available for pregnant staff. For other garments that are not listed, it is suggested that pregnant staff order bigger size(s) of their regular uniform or wear a garment that blends with their uniform colour.
- 6.3 Any other staff who are subjected to a change in dress code as a result of injury / risk assessment under Health & Safety Legislation will still be expected to dress appropriately for the business but adjustments can be made to ensure comfort and safety following discussion with the line manager.
- 6.4 Head covers can be worn for religious reasons. However this must be fully risk assessed to ensure no potential risk to the staff member e.g. when using equipment.

**7.0 MONITORING AND REVIEW**

- 7.1 Line Managers will ensure that this uniform and dress code is implemented, monitored and reviewed in their areas.
- 7.2 Managers will ensure staff are aware and understand the Policy and standards required.
- 7.3 Managers in applying this policy and associated procedure will take into account the staff's cultural and religious requirements.

**8.0 POLICY REFERENCE INFORMATION**

- 8.1 This policy should be read in conjunction with the following Trust policies:
- Health & Safety Policy RM1
  - Catering Policy RM12
  - Waste Management Policy RM13
  - Infection Control ICP1
- 8.2 This policy has been written with reference to the following guidance:
- DOH 2007 'Bare below the elbow'
  - DOH 2010 Uniforms and Work wear: Guidance on uniform and work wear policies for NHS employers
  - Religion or Belief Regulations 2003 S1 2003/16602
  - Equality Act 2010
  - Human Rights Act 1998
  - Health and Safety at Work Act 1974
  - The Control of Substances Hazardous to health Regulations 2002
  - Management of Health & safety at work regulations
  - Securing Health Together
  - Health Act 2006 Code of Practice

**END**