

DRESS CODE AND UNIFORM PROCEDURE: ADMINISTRATIVE STAFF

PROCEDURE NUMBER:	CPG41b
VERSION NUMBER:	1.4
KEY CHANGES FROM PREVIOUS VERSION	3 month extension to Dec 21 (QC Sept 21)
AUTHORS:	██████████, Business Support Manager
CONSULTATION:	Operational Service Leads, Facility & Catering Leads Pharmacy leads Admin leads Allied leads Workforce Education & Training Leads Clinical Governance & Quality Sub- Committee
IMPLEMENTATION DATE:	September 2017
AMENDMENT DATE(S):	Harmonised in July 2017, Feb 18; June 19 (Author and tidy); Sept 2019
LAST REVIEW DATE:	N/A
NEXT REVIEW DATE:	September 2020 March June September December 2021
APPROVAL BY CLINICAL GOVERNANCE & QUALITY SUB COMMITTEE:	20 th Sept 2017
RATIFICATION BY QUALITY COMMITTEE:	14 th Dec 2017

PROCEDURE SUMMARY
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 duties within the Trust. This procedure is to ensure that all non-clinical staff working in an administration role creates a professional corporate image whilst ensuring security and general safety.
The Trust monitors the implementation of and compliance with this procedure in the following ways:
Managers will ensure staff are aware and understand this procedure and standards required. Line Managers will ensure that this uniform and dress code policy is implemented, monitored and reviewed in their areas.

Services	Applicable	Comments
Trustwide	✓	

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

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

DRESS CODE & UNIFORM PROCEDURE: ADMINISTRATIVE STAFF

CONTENTS

THIS IS AN INTERACTIVE CONTENTS LIST – PLEASE CLICK ON THE SECTION HEADINGS TO GO TO THE SECTIONS

- 1.0 INTRODUCTION**
- 2.0 SCOPE**
- 3.0 CORPORATE UNIFORM**
- 4.0 FOOTWEAR /HOSIERY**
- 5.0 HAIR**
- 6.0 JEWELLERY**
- 7.0 NAME BADGES**
- 8.0 MAKE-UP/NAILS/TATTOOS**
- 9.0 TIES/BELTS /SCARF**
- 10.0 LAUNDRY COSTS**
- 11.0 RELIGION/BELIEF/DISABILITY**

SAMPLE ONLY

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

DRESS CODE & UNIFORM PROCEDURE: ADMINISTRATIVE STAFF

1.0 INTRODUCTION

- 1.1 This dress code procedure is to provide very clear direction for all non-clinical staff in administrative role who have contact with the public or who have “front of house” roles to present a positive and professional image and clear information for patients and the public in relation to the different roles and responsibilities.
- 1.2 The dress code will provide a professional corporate image and offer clear identification of staff, allowing both service users and visitors to approach staff with confidence.

2.0 SCOPE

- 2.1 This procedure sets out the guidelines applicable to non-clinical staff in administrative role in addition to the basic standards described in the main Dress Code Policy.
- 2.2 This applies to all non-clinical staff in administrative roles including Personal Assistants, receptionists, ward clerks and those who have contact with the public.
- 2.3 For the purposes of this procedure these will be referred to as admin staff.

3.0 DRESS CODE

- 3.1 All admin staff must wear appropriate smart clothing in black, white, cream or grey.
- 3.2 Staff must ensure that their clothes are presentable, neat, and clean and no cropped, strapless, overly tight or revealing tops i.e. that shows the abdomen/lower back/chest/cleavage.
- 3.3. No very casual or high fashion trousers, i.e. ripped jeans, casual sportswear, leggings (as these can be too revealing if top/blouse is too short).
- 3.4 No micro mini/very short skirts/dresses/shorts.
- 3.5 Clothes that become contaminated with bodily fluids must be changed at the first opportunity as they pose a risk of the spread of infection.

STAFF CPG41b – Dress Code & Uniform Procedure
Administrative Staff

4.0 FOOTWEAR / HOSIERY

- 4.1 Sensible footwear must be worn that is appropriate to the business being undertaken. Footwear should be viewed as protection to feet. Flip-flops or trainers may not be worn.
- 4.2 Shoes must be clean, polished and maintained to a good state of repair.
- 4.3 Tights, stockings, hold-ups or support hosiery must be barely/nearly black or neutral colour.
- 4.4 Shoes / boots must be durable enough to withstand decontamination to minimise cross infection, i.e. must be a wipeable, smooth outer textile / leather

5.0 HAIR

- 5.1 Hair and beards should be clean, neat and tidy at all times.
- 5.2 All staff should have regard to health and safety measures and where appropriate, hair should be tied back, having regard to the activity being carried out at the time e.g. using an office shredder, operating machinery, working with food.

6.0 JEWELLERY

- 6.1 Jewellery should be kept to minimal and discreet. As a guide:
 - A plain wedding band.
 - One single band/chain necklace.
 - A watch.
 - Stud earrings.
 - One single bracelet.
 - Additional visible body piercings e.g. facial jewellery, tongue studs etc. must not be worn.

7.0 NAME BADGES

- 7.1 Staff working in Trust properties must wear a name badge at all times in a position that it is easily visible.
- 7.2 Name badges must not be defaced or used to display emblems or stickers.

**STAFF CPG41b – Dress Code & Uniform Procedure
Administrative Staff**

8.0 MAKE-UP/NAILS/TATTOOS

- 8.1 Make up should be discreet and appropriate to the business environment. Hands must appear clean and appropriate for the area of work.
- 8.2 Nail polish can be worn but should be discreet.
- 8.3 Where tattoos are likely to cause offense they should be appropriately covered.

9.0 TIES/BELTS /SCARF

- 9.1 Ties, belts and scarves can be worn appropriately for the area of work unless a risk assessment indicates otherwise.

10.0 LAUNDRY COSTS

- 10.1 There is no allowance for the cost of laundering/cleaning & repair of personal clothing.

11.0 RELIGION/BELIEF/DISABILITY

- 11.1 Where issues of uniform/dress code apply and may impact on religious belief or disability, the Executive Nurse 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.
- 11.2 Pregnant or other staff (through injury) who are subjected to a change in dress code as a result of risk assessment under Health & Safety Legislation will wear outfit to blend in with black, grey, cream and white colours.
- 11.3 Head covers can be worn for religious reasons. However this must be fully risk assessment to ensure no potential risk to the staff member e.g. when using equipment.

END