



## Uniform, Dress Code and Personal Grooming

It is a condition of employment that staff strictly adheres to the code of dress and personal presentation at all times.

### DRESS CODE

#### Shirt

- Collared
- White
- Long or short sleeved
- Top button must be done up
- Shirt sleeves must not be rolled up
- Shirt must be clean and pressed

#### Trousers

- Tailored (no jeans)
- Must be full length
- Black
- Must be clean and pressed
- Females note: No skirts, no hipsters, no midriff showing

#### Jumper

- Black
- V neck
- Jumper or vest
- Must be clean and pressed

#### Tie

- Smart business
- Tie clip (optional)
- Does not have to be black.
- Does have to be tasteful!

#### Belt

- No large outlandish buckles

#### Footwear

- Black
- Clean and Polished
- Black socks
- Flat sensible closed in, no platforms, no sandals
- Please remember workplace health and safety issue

### Name Badge

- Supplied by company
- Part of uniform and must be worn

### Apron

- Supplied by company and your own responsibility
- Must be returned if you cease work
- Black
- Can be worn long or short

### PERSONAL GROOMING

#### Jewellery

- Watch - allowed
- Rings - Wedding ring only
- Body-piercing/body decor (tongue, lips, nose, etc.) - not allowed
- Earrings - 1 per ear
- Earrings - must be small hoops or studs
- Necklace chains - not to be worn outside shirts

#### Hair

- Must be tied back
- Washed regularly, neat and tidy

#### Fingernails

- Clean at all times
- Clear nail polish only

#### Make-up

- Subtle

#### Perfume

- Optional. If worn, must be subtle