## Sample Dress Code Policy

1. **ABOUT THIS POLICY**

The **Dean and Chapter** has overall responsibility for the health, safety and welfare of all Cathedral staff and volunteers. This policy sets out appearance at work and dress code principle which apply to all Cathedral employees and volunteers. The policy has been introduced to protect the safety of everybody and to ensure that all who work at the Cathedral present a clean, smart and professional appearance to customers, visitors and members of the public. It specifically sets out the requirements for Cathedral staff or volunteers in roles in which a uniform is worn. The Cathedral general dress code requirements for office and non-uniformed staff are also set out in Para 4 below.

1. **SCOPE**

Every member of staff and volunteer is an ambassador for the Cathedral. Their appearance should represent to everyone who comes into contact with the Cathedral its standing as a major national church and institution, where services of international importance take place regularly. Everyone who works and volunteers in the Cathedral should reflect in their different capacities that dignity and standing.

1. **RESPONSIBLITIES, ACCOUNTABILITIES AND DUTIES**

This policy sets out requirements which meet the Cathedral’s particular circumstances and is also designed to meet our statutory requirements under health and safety legislation. All **Heads of Departments** have a responsibility to ensure that the policy is applied consistently across their departments.

All **Managers/Supervisors** must:

* Maintain a safe and healthy working environment, where dress code, appearance or uniform is appropriate to the duties being undertaken, including the use of personal protective equipment / Health and Safety Equipment.
* Avoid any discriminatory practices and address any concerns raised by an employee where they believe that their personal requirements or circumstances are not being met in relation to this. The manager should meet with the employee, supported as necessary by a member of HR, to discuss their personal circumstances. Any deviation from the policy should be agreed with the Head of Department and HR.
* Ensure that employees are aware of and have access to the correct uniform for their area of work.
* Take action where an employee does not comply with the dress code, appearance or uniform requirements set out in this policy.

It is the responsibility of all employees and volunteers to:

* Adhere at all times to the standards of dress and personal appearance appropriate to their role.
* Inform their managers in a timely fashion should their uniform need replacing.

1. **OFFICE STAFF**

Office staff should wear suitable business attire at all times. If you are in doubt what this may mean for your particular role, you should speak to your Head of Department.

1. **UNIFORMS**

The policy on uniforms applies to Cathedral employees who are required to wear uniforms in the following teams:

* Security
* Visitor Experience
* Retail
* Works Department
* Vergers

Employees who are uniformed are required to wear the uniform provided by the Cathedral at all times. Uniforms remain the property of the Cathedral and must be signed for by staff members and returned to the Cathedral upon leaving their position for which the uniform has been issued.

1. **SHOE ALLOWANCE**

The Cathedral will provide a single annual purchase of shoes up to a value of £90. for specialist working shoes – e.g. gardener’s boots – and different arrangements apply to the purchase of the specialist shoes provided for other members of staff who duties require it. Staff should complete an expenses claim form, signed by their Head of Department, and submitted to Finance in order to claim their shoe allowance.

Shoes must be plain black. Trainers, sports shoes and sandals are not permitted, unless required due to injury and/or medical advice: this must be agreed with the relevant Line Manager.

Staff are able to claim their shoe allowance on joining the Cathedral. Staff who leave before the end of their probationary period may be asked to repay the cost of the allowance.

1. **GENERAL RULES**

These apply to all uniformed staff and volunteers:

* The wearing of shorts is not permitted, except for the gardeners.
* Hair should be clean and well-groomed and where possible, tied back or away from the face. Extreme hair colour or haircuts are not permitted.
* Denim trousers / jeans are not permitted.
* Jewellery – bold jewellery is not permitted.
* Piercings and tattoos should be discreet and should take into account the circumstances of the role of the member of staff.
* Make-up is permitted but should not be extreme and should not be applied in view of customers or visitors.
* Personal devices, such as mobile phones, tablets and MP3 players should not be used for private purposes whilst on duty.
* Chewing gum is not permitted whilst on duty.
* Water is permitted, except at the till-points in the Cathedral Shop. Staff and volunteers should not eat whilst on duty. Regular breaks will be provided for all staff and volunteers.

1. **COMPLIANCE**

In the event that a manager considers an employee to be in breach of this policy they will discuss this with the individual concerned and may, if necessary, require the individual to return in their own time to make appropriate adjustments.

Repeated breaches of the policy will be viewed as misconduct and will be addressed in accordance with the Cathedral’s Disciplinary Policy.

**9 VOLUNTEERS**

Volunteers are expected to adhere to the same standards as staff. Further details will be found in the Volunteer Handbook.