

Appearance & Dress Code Policy

Introduction

This policy establishes the position of Jarvis Group Ltd ('the company') regarding standards of dress and appearance for all employees, including those with temporary contracts and agency workers. It is supported by guidelines which the company sees as necessary to assist staff in adhering to the policy as it is recognised that a considerable range of dress and appearance is appropriate and that this will vary, dependent on the working environment.

Employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business attire, although casual, will exhibit common sense and professionalism.

Employees are expected to demonstrate good judgment and professional taste. Courtesy towards co-workers and your professional image to co-workers are the factors you need to use to assess whether you are dressing in business attire that is appropriate.

Failure to adhere to the Company's standard of dress and appearance may constitute misconduct and could ultimately result in formal disciplinary procedures being implemented

As this policy isn't part of your contract, we're able to change it if we need to from time to time.

Policy Statement

This policy is underpinned by a number of principles:

- All members of staff will take a sensible and safe approach to makeup, dress and appearance, cleanliness and personal hygiene.
- Every member of staff will be responsible for promoting a professional and positive image of the company.
- Clothing and appearance will not deliberately cause offence to people who come into contact with, or use, the company's services. It should be non-offensive and contain no provocative logos or remarks which are inappropriate or likely to cause offence to others.
- Clothing should be worn appropriately for the work being undertaken.
- Staff exposed to the sun during work-based activities should adhere to the HSE guidance.
- Clothing for particular purposes should be worn in accordance with guidance set out in the company's Health & Safety Manual.
- Protective clothing should always be available, and should, in addition to any other control measures, be worn when carrying out hazardous duties under Health & Safety Regulations.
- The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health & safety of employees, or contravene any reasonable and legitimate requirements of the company.
- Employees who do not comply with these standards may be subject to the company's normal disciplinary procedure. In serious cases, where an employee's appearance is, in the company's view, unacceptable, he or she will be required to return home to change.
- Employees have the right to lodge an appeal against a decision on the acceptability of their appearance using the company's **Grievance Procedure**.

Guidelines

Style of Clothing

It is not acceptable to wear clothing that over-exposes parts of the body, e.g. stomach, chest, etc. or that is transparent or see-through. Dresses or skirts should be of a reasonable length.

Office based staff/site management are expected to wear appropriate business attire. Ties for male staff are optional but should be considered for client meetings.

Jarvis expects employees to dress appropriately in business attire of a casual nature. Our work environment for employees encourages employees to dress comfortably for work. Please do not wear anything that other employees might find offensive or that might make co-workers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

Footwear

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a "sensible" nature and worn appropriately. "Sensible" specifically excludes flip-flops or other strapless sandals which will impede safe lifting and handling. Footwear that might cause injury to others during normal working duties should also be avoided.

For specific areas of work, footwear should be worn in accordance with Health & Safety Regulations. Injury associated with wearing inappropriate footwear will invalidate any claim against the company.

Jewellery

It is good practice to avoid the wearing of jewellery, such as necklaces and earrings that can be hazardous, especially where these can get caught. Injury arising from wearing inappropriate jewellery will invalidate any related claim against the company.

Hair

Certain hairstyles and colouring can affect the way people perceive us. Whilst the company is tolerant of differences, consideration should always be given to the impact our appearance might have on others. Long hair should always be worn tied back during hazardous procedures.

Summer Clothing

During periods of warm weather staff clothing must remain appropriate and suitable. Employees should be aware that certain items of clothing could be seen as provocative, e.g. short, revealing or tight garments, and therefore these are not acceptable for work.

Tattoos

Tattoos on the face or visible above the collar are not acceptable. To retain a professional image, where feasible, all other tattoos must be covered. Anyone who has a visible tattoo which could be construed as being offensive to any religion or belief, or is in any way discriminatory, violent or intimidating, will compromise their employment with the company. Likewise, an existing member of staff who becomes tattooed in this way may, after investigation, become subject to disciplinary proceedings.

Personal Protective Equipment (PPE)

PPE is provided where safety clothing and personal protective equipment is needed. It must be worn where the risk assessment dictates or as directed in accordance with health & safety requirements. It will be provided free of charge.

Certain jobs will require employees to wear protective footwear. These staff must wear the correct footwear for undertaking these tasks, and if they are uncertain, they must check with their line manager.

It is forbidden for a member of staff or sub-contractor to wear a competitor branded (PPE) clothing.

Failure to comply with any health & safety dress requirement may result in disciplinary action being taken.

Personal Hygiene

Employees are required to have a clean appearance. The company recognises that problems in personal hygiene can be related to illness and stress. If a member of staff is concerned about their own or a colleague's personal hygiene, or have difficulties in maintaining these standards, they should speak to their line manager or Human Resources. All discussions will be dealt with confidentially and discreetly.

Consideration of circumstances will be taken into account in a confidential manner.

Roles & Responsibilities

The SHE Manager - will advise on any need for specific safety procedures or protective clothing etc. and discuss how to raise any concerns over health & safety issues.

The Line Manager/Supervisor - will ensure staff compliance with this policy. Line Managers must ensure that instructions relating to dress and appearance are complied, with and that a high standard of personal appearance is maintained. They must decide on the suitability of dress and appearance, taking into account these instructions, as well as the role being undertaken. In addition, consideration must also be given to likely extremes of temperature, health & safety, hygiene, ethnic, cultural, religious or medical factors and equality.

Where line managers are concerned about an individual's appearance, they should discuss their concerns with that person in the first instance. They must take care not to ignore matters of concern expressed by the member of staff, while ensuring that a reasonable and culturally sensitive dress code is observed. Managers should remember that they have an option of seeking further advice on the matter from their manager or a member of the Senior Management team.

The Employee

All employees are individually responsible for their general presentation, appearance and personal hygiene, and have a responsibility to consider how others may perceive their appearance.

Employees are responsible for following the standards of dress and appearance as laid down in this policy and should understand how the dress code relates to their working environment, health & safety, their specific role and duties and their contact with others during their employment.

Failure to adhere to the company's standard of dress and appearance may constitute misconduct and could ultimately result in formal disciplinary procedures being implemented.