



Dudley

Clinical Commissioning Group

Staff Dress Code Policy

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RC/XX/031/V1	Sept 16	Review of content and sent to staff for consultation
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REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
CCG Staff	Sept 16	Discussion held with all CCG Staff at Development Session	V1
Steph Cartwright	Sept 16	HR Lead	V1
Alice McGee	Sept 16	HR specialist	V1
Joe Cahill	Sept 16	Staff Side Lead	V1

APPROVALS

This document has been approved by:

VERSION	WHERE	DATE
V1	Remuneration Committee	August 2013
V2	Remuneration & HR Committee	October 2016

NB: The version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

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RELATED DOCUMENTS

These documents will provide additional information.

Contents

1.0	POLICY OVERVIEW	4
1.1	Purpose.....	4
1.2	Who this Policy Applies to.....	4
1.3	Legal Considerations	4
2.0	SUPPORTING PRINCIPLES	5
3.0	THE POLICY	6
3.1	Dress Code - Non Clinical.....	6
3.2	Dress Code - Clinical	6
3.3	Protective Clothing	7
4.0	EQUALITY STATEMENT	7

1.0 POLICY OVERVIEW

1.1 Purpose

This policy sets out the expectations of the CCG in relation to corporate and clinical dress code.

1.2 Who this Policy Applies to

The policy applies to all staff that are employees of the organisation in either a permanent, fixed term or temporary post. This policy also applies to workers of the CCG (agency, consultant, honorary contracts) as they will be representing the CCG and therefore must portray a professional image. The policy also applies to office holders and members of the Governing Body and the Clinical leadership of the CCG.

1.3 Legal Considerations

Health Action 2006 and the Health & Safety at Work Act 1974.

2.0 SUPPORTING PRINCIPLES

- Staff should at all times dress appropriately to promote a professional, corporate CCG and individual image, and have regard to health & safety considerations for all staff including supporting infection control in both corporate and clinical settings.
- The dress code is designed to guide managers and employees on the CCG standards of dress and appearance. A fundamental principal is that employees appearance must be professional at all times both within the workplace and when representing the CCG.
- The CCG recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements.
- In addition to the specific requirements of the dress code, all employees are supplied with a CCG identifying security badge that must be available to be shown at all times when at work or acting in an official capacity representing the CCG. It is advisable not to wear your ID security badge on show in public places if you are not acting in an official capacity. Staff are also supplied with a name badge that should be worn when representing the CCG outside of the CCG offices.
- Staff are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.
- Staff should be advised when their appearance falls short of organisational standards by their line manager. Continued disregard of appearance may be taken through disciplinary action.
- The CCG recognises that there may be occasions where staff are required to attend work on non-working days or have to attend due to an emergency during annual leave. Whilst the policy may not apply to staff in this exceptional circumstance, there is an expectation that if a meeting is with external partners staff will make every effort to attend in professional work wear where possible.

3.0 THE POLICY

3.1 Dress Code - Non Clinical

All employees are expected to dress in a professional manner at all times. Examples of **acceptable staff clothing** include a combination of:

- Skirts
- Blouses
- Jumpers/cardigans
- Jackets
- Dresses
- Culottes
- Suits
- Trousers
- Shirts
- Leggings

It is important that staff wear appropriate shoes to work and that these are worn at all times of the working day for health and safety reasons.

This is not a definitive list and exemptions can be made with discussion with line managers when attending events that require different clothing.

Examples of **unacceptable clothing** include:

- Casual shorts
- Casual denim jeans (including blue denim, ripped denim and any stonewash)
- Low cut T-shirts' or blouses, spaghetti/shoestring strapped tops
- Clothing bearing logos, slogans or graphics (with the exception of smart shirts where small logos are embroidered on the chest)
- Underwear that is on display to others

This is an illustrative guideline and not a definitive list. Exemptions can be made with discussion with line managers when attending events that require different clothing.

If an employee has a tattoo that could be considered offensive, these should be covered during working hours. The CCG considers tattoos of swear words, hate symbols or pornographic images as offensive.

3.2 Dress Code - Clinical

When attending a clinical area with the intention of treating or interacting with patients in a patient setting, the clinical dress code for the particular area or organisation should be followed and use the principle 'bare below the elbow' as detailed in any clinical setting. For example:

- No high heeled or open toed shoes
- Nothing that restricts movement during manual handling manoeuvres
- No neck ties, necklaces, scarves or metal chains
- No long dresses or skirts that touch the floor
- Sleeves to be short of the wrist
- No long, varnished fingernails or false nails
- Long hair should be tied back

3.3 Protective Clothing

The provision of personal protective equipment is the responsibility of the CCG. Each manager must ensure that personal protective clothing and equipment is available in accordance with COSHH regulation and local/statutory recommendations.

4.0 EQUALITY STATEMENT

In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.