

INTERNAL – Employee Dress Code

Employees issued with Saltash Town Council Uniform:

This should be worn at all times whilst at work, kept in a reasonable state of repair and laundered on a regular basis.

Footwear issued as PPE for wear at work should be worn at all times.

Failure to wear issued uniform and PPE may result in disciplinary action.

Library and Office Employees:

Employees should observe a standard of personal appearance which is appropriate to the nature of the work they are undertaking, and portrays a professional approach which the public will have confidence in.

We expect you to use common sense with your clothing. However, if you are unsure whether a particular item of clothing is acceptable, please check with your manager before you wear it. If we feel that something you wear is inappropriate, we may ask you to return home to change. In such circumstances, the cost of returning home is your responsibility and we will expect you to make up any time lost.

We will consider varying or adapting normal expectations where this would be appropriate.

Footwear:

Employees are advised to wear suitable footwear that will protect your feet whilst at work. Smart trainers are acceptable. Appropriate sandals and open toed shoes are acceptable but are worn at the employees own risk.

What is not acceptable:

Please do not wear anything that is too casual or inappropriate for a work environment. As a guide items that we normally deem unsuitable to wear for work include:

- Shirts/tops featuring inappropriate or offensive slogans or images.
- Casual shorts (except smart, tailored long shorts in hot weather) jeans and leggings.

- Excessively brief shorts, skirts or dresses.
- Sportswear or beachwear.
- Boat shoes, flip flops.
- Vests, cropped or off the shoulder tops/dresses.
- Badges, clothing or jewellery featuring images, insignia, messages or slogans that may cause offence.

All employees:

Personal appearance

Jewellery should be discreet and not excessive in size or quantity. You must not wear jewellery in areas where contact with moving parts of work equipment is possible.

Perfume/aftershave should be lightly applied.

We respectfully ask that visible tattoos and piercings are appropriate to the workplace and kept covered where possible.

Identity Badges

We will supply you with an identity badge on a Saltash Town Council Lanyard which you must wear at all times when working. Under no circumstances may the lanyard be changed or adorned with badges/stickers etc.

You must also carry your identity badge with you if we require you to work at other locations, activities or events.

Dress Down Days

We may relax our normal dress code where there are informal 'dress down days' or fancy-dress charity appeals. However, if meetings are scheduled on such days, you may still be required to maintain our dress code.