

## **Employee Dress Code 2024**

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.

Where Saltash Town Council clothing is provided, these must be worn at all times whilst at work and laundered on a regular basis and in a reasonable state of repair.

Where Saltash Town Council clothing is not provided, the employee should wear clothes appropriate to their job responsibilities and they should be kept clean and tidy at all times.

The following points should be adhered to by **all** employees:

**Footwear:** For everyone's own safety, footwear should be strong, closed in, comfortable and must enable the employee to move and walk safely, whilst at work. However, open toed sandals with a back strap may be worn at your own risk.

If the employee is issued with footwear as PPE, the employee should wear these at all times. Failure to do so could result in disciplinary action.

**Uniform:** In addition to all of the above, the Town Council will provide the following employees with Town Council uniform:-

- Service Delivery Managers/Assistants
- Caretakers
- Cleaners

**Jewellery:** Should be discrete and not excessive in size or quantity. This is important for Health and Safety reasons.

**Perfume:** Employees must not wear strong perfume or aftershave.

All office/library employees to wear smart trousers or skirt and a smart shirt/blouse/top or a dress, which covers the shoulders. Smart, long shorts may be permitted in warm weather. Smart shoes to be worn as described in the footwear section above.

Casual shorts, trainers, T-shirts, jeans, leggings, summer vests, flip flops, beach wear and similar are **not** permitted.

We generally accept tattoos and piercings in the workplace if they are offensive, unprofessional or distracting we ask that you cover them up.

Similarly, you should not wear badges, clothing or jewellery featuring images, insignia, messages or slogans that may cause offence.

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.

### **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.