



# Uniform and Work Wear Policy

<b>Policy Title:</b>	Uniform and Work Wear Policy
<b>Risk Priority:</b>	Low
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<b>Date of Approval:</b>	4 <sup>th</sup> April 2017
<b>Date for Next Scheduled Review:</b>	April 2020
<b>Review Body:</b>	Board
<b>Equality Impact Assessment Complete:</b>	NO
<b>Policy Published on Web:</b>	NO
<b>Scottish Social Housing Charter Standard</b>	N/A
<b>Scottish Housing Regulator Standard:</b>	N/A
<b>Scottish Housing Regulator Guidance:</b>	N/A

## **1. INTRODUCTION**

- 1.1 The appearance of employees reflects the image of Ardenglen and the way we are viewed by customers and the general public. Without being over restrictive, this policy aims to give guidance on the corporate uniform and the standards of dress and appearance, which the Association expects its staff to adhere to.
- 1.2 Ardenglen aims to provide its employees with a comfortable and smart corporate uniform to ensure that all members of staff present a professional and collective image while conducting Association business.
- 1.3 The provision and wearing of the uniform is a non-taxable, condition of employment and is compliant with appropriate Inland Revenue requirements.
- 1.4 Every employee must adhere to the Uniform and Work Wear Policy. The standards apply to all Ardenglen employees both full-time and part-time.
- 1.5 The uniform is only for use on Ardenglen business and is not for personal use.
- 1.6 As wearing the uniform is a condition of employment, staff should not wear their own clothing while on work duties. As such, Ardenglen will not generally recompense damage to staff members own clothing while undertaking Association duties.

## **2. MANAGERS RESPONSIBILITIES**

- 2.1 Managers are responsible for ensuring that this policy is adhered to by all their staff and have the discretion to consider variations to the rules governing the wearing of the corporate uniform for specific work duties e.g. office moves, charity events, dress down days etc.
- 2.2 In regard to the Corporate Uniform it is the responsibility of Managers to:
  - Replace uniforms in line with the replacement cycle
  - Replace uniforms damaged in the course of the Association business. (damage which is caused in other situations and “fair wear and tear” is the responsibility of the staff member)
  - Ensure employees comply with the letter and spirit of the policy

## **3. EMPLOYEES RESPONSIBILITIES**

- 3.1 All employees are responsible for their own appearance and should consider how others may perceive their general presentation and appearance.
- 3.2 In regard to the Corporate Uniform it is the responsibility of employees to:
  - Treat the uniform with care
  - Wear the uniform at all times during working hours

- Ensure the uniform is kept clean, ironed and presentable at all times, following the correct care guidelines to maintain the appearance of their garments.
- Report damage or loss to your manager as soon as possible – staff may be required to pay for clothing damaged or lost through negligence.
- Return the uniform if they terminate their employment.

3.3 Generally employees whose personal size changes between the regular uniform replacement cycles will be responsible for purchasing their own replacements. Applications for a relaxation of this requirement due to medical or other personnel issues will be considered on an individual basis. (Pregnant employees should refer to Section 8).

#### **4. CORPORATE UNIFORM DETAILS**

4.1 Ardenglen will issue replacement uniforms on an 18 month rotation cycle.

4.2 The uniform allowance is 7 items (excluding blouses/shirts) or 5 items for part time employees.

4.3 The 7 item allowance includes trousers, skirts, cardigan, waistcoat and jackets. Employees may “mix and match” their 7 items, but must include at least one jacket. A maximum of 2 jackets is permitted.

4.4 Blouses/shirts will be issued on an 8 month winter/summer cycle.

4.5 The uniform will be supplied by a reputable Uniform Company.

4.6 Staff have the opportunity to purchase additional “mix and match” items from the approved supplier if they so wish.

4.7 The corporate uniform colour scheme and design for the 18 month rotation period will compliment Ardenglen’s brand identity. While every effort will be made to find a consensus, as employers the Management Committee will have the final decision.

4.8 All uniform items must be tagged with the Ardenglen Logo

4.9 At the end of the rotation period, tags should be removed and the “old” uniform should not be worn. Staff members are free to dispose of the “old” uniform as they see fit, however staff are encouraged to consider recycling to an appropriate charity.

4.10 The cost of the uniform will not exceed £450.00 for the 18 month period.

#### **5. OUTDOOR PROTECTIVE GARMENTS**

5.1 An outdoor fleece and rain proof jacket will be supplied to every staff member in a 3 year rotation as part of the Corporate Uniform.

- 5.2 Protective clothing will prominently display the Ardenglen Logo.
- 5.3 As outdoor protective clothing is supplied to all staff members, the Association will not generally recompense damage to staff members own clothing while undertaking Association duties

## **6. FOOTWEAR**

- 6.1 Footwear will not be provided as part of the Corporate Uniform. Staff should simply ensure that they wear footwear suitable for the duties they perform.
- 6.2 Certain jobs require staff to wear protective footwear. Staff identified as requiring safety footwear will be issued with such in accordance with the Association's Health and Safety Policies. This will be defined as Personal Protective Equipment (PPE).

## **7. ACCESSORIES**

- 7.1 Ardenglen does not wish to restrict personal expression and simply expect staff to use a common sense approach in regards to jewellery, glasses or other accessories which they wear to work.
- 7.2 Accessories should be appropriate and complimentary to the corporate uniform and to the type of work they carry out. Employees should be particularly mindful of the potential damage or loss to their personal property which may arise as a result of carrying out their duties.
- 7.3 Ardenglen respects the wearing of religious and cultural accessories. Again we simply expect employees to be mindful of how these relate to the corporate uniform and of the potential damage or loss to their personal property.
- 7.4 Staff who wear facial coverings for religious reasons are expected to remove them while at work. This will ensure that the member of staff is identifiable and facilitate communication and engagement with customers.

## **8. PREGNANT EMPLOYEES**

- 8.1 Pregnant employees are expected to adhere to the company dress standards and continue to wear the corporate uniform as long as practically possible.
- 8.2 Once the corporate uniform can no longer be comfortably worn, the employee is free to wear their own garments for the remainder of the pregnancy, provided these present an appropriate professional image.

## **9. ID AND NAME BADGES**

- 9.1 The corporate name badge forms part of the corporate uniform. It is the policy of the Association that staff wear name badges at all times whilst carrying out their normal duties within the office.

- 9.2 Staff who work off site or visit a customer's home should always have their photographic ID card available for presentation

## **10. PERSONAL PROTECTIVE EQUIPMENT**

- 10.1 Specialist Personal Protective Equipment (PPE) such as protective shoes, hard hats and masks will be supplied as required to appropriate members of staff.
- 10.2 Staff in roles that require protective clothing or equipment are required to wear or carry this whilst carrying out their duties in line with Health and Safety requirements. If individuals are unsure about such requirements they should discuss this with their manager.
- 10.3 Failure to wear or carry issued Personal Protective Equipment may be treated as a disciplinary offence.

## **11. TRAINING**

The Association through its Internal Management Plan is committed to training and developing staff and committee members to their full potential in order to deliver a high quality of service in all areas of its business.

The employee induction programme includes an overview of this policy.

## **12. EQUALITIES AND DIVERSITY**

This policy will be implemented in line with our Equality and Diversity Policy and is subject to an Equality Impact Assessment to assess the likely or actual effects of the policy to our customers in respect of their disability, age, gender, race, religion/belief, sexual orientation or gender identity to ensure equal and fair access for all.

## **13. MONITORING AND REPORTING**

The Association will use appeals, complaints, comments or suggestions from users of this policy to monitor its effectiveness. These will also be used to prompt a review of the policy where necessary.

## **14. REVIEW**

This Policy will be approved by the Board. It will be reviewed every three years unless amendment is prompted by a change in legislation, or monitoring and reporting reveals that a change in Policy is required sooner.

## **15. DISTRIBUTION**

This policy will be made available to every employee and committee member and will be made freely available to any tenant or interested party.

**16. LEGAL FRAMEWORK**

- Health and Safety Legislation
- Equalities Act 2010
- Inland Revenue PAYE

**17. RELATED POLICIES**

- Control of Payments and Benefits

**--- END OF POLICY ---**