

DOCUMENT CONTROL	
Title:	Dress Code Policy
Version:	V4
Reference Number:	HR024
Scope:	
The policy applies to all non-uniform clinical and non-clinical staff groups, including those with honorary contracts, seconded, agency workers, bank workers, volunteers and students when working on Trust premises.	
Purpose:	
The purpose of this document is to describe the expectations in respect of dress in the workplace.	
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Dress Code, Bare below the elbows, Uniform	
Supersedes:	
V3	
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<p>Refined format to make clear links to related Trust Policies and Guidance (e.g. Infection Prevention & Control, Hand Hygiene, Bare below the elbows and Health and Safety)</p> <p>Change of Policy Name</p> <p>Separated Dress Code from the Dress Code and Uniform Policy (Uniform Policy to be assigned a new number)</p>	
Owner:	
HR Business Partner – Clare Marshall	
Individual(s) & group(s) involved in the Development:	
<p>This document has been developed in collaboration with the following interested parties:</p> <ul style="list-style-type: none"> • Equality & Diversity • Partnership Officers • All Employees of the Trust 	

Individual(s) & group(s) involved in the Consultation:	
The document has been circulated for consultation and comments have been taken into consideration and the document amended accordingly:	
<ul style="list-style-type: none"> • Partnership Officers • HRBP's • Employees of the Trust 	
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Other Trust documentation to which this guideline relates (and when appropriate should be read in conjunction with):	
CO009	Health & Safety at Work Policy
CL069	Hand Hygiene Policy
CL076	Personal Protection Equipment Policy
CL004	Infection Prevention & Control Policy
Other external documentation/resources to which this guideline relates:	
CQC Regulations	
This guideline supports the following CQC regulations:	

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1. INTRODUCTION

This policy applies to all staff at Pennine Care NHS Foundation Trust (PCFT) and sets out the expectations of the Trust in relation to presenting a professional and smart appearance to both patients and the public when at work.

The Trust considers the way employees dress and their appearance is of significant importance in upholding good clinical practice as well as portraying a professional image to all users of its services, whether visitors, patients/clients or colleagues.

The Dress Code Policy aims to: -

- Convey a professional image of the Trust and individual
- Give patients/clients confidence in our employees and services
- Support infection prevention & control (IP&C) requirements
- Have regard to health and safety considerations for employees, patients/clients

2. PURPOSE

This policy is designed to guide managers and employees on the Trust standards of dress and appearance. All employees' appearance must be professional at all times both within the workplace and when representing the Trust.

The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and employees must use common sense in adhering to the principles underpinning the policy.

The Trust recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety, security and IP&C considerations. To support this approach a risk assessment will take place for individual cases as appropriate.

In very specific circumstances, local dress codes may be agreed for specific staff groups/services to clarify the sensible applications of this Trust Dress Code Policy. This must be approved by the respective senior manager in consultation with staff.

This policy must be read in conjunction with the specific requirements appropriate to employees' role and duties as detailed in the following policies and supporting guidelines:

Health and Safety at Work Policy:-

- ID/Name Badge
- Protective Clothing and Equipment
- Footwear
- Jewellery and piercings
- Hair
- Facial covers
- Nails

Infection Prevention & Control Policy: -

- Hand hygiene

3. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES

Employees

Employees 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. This means that employees should wear clothing which:-

- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract or cause embarrassment
- Is absent of any political or discriminatory or otherwise contentious slogans
- Is not considered to be culturally insensitive
- Does not place themselves or others at risk

Employees are responsible for following the standards of dress and appearance laid down in this policy and must understand how this policy relates to their working environment, health and safety, IP&C, particular role and duties and contact with others during the course of their employment.

Managers

Managers are responsible for ensuring the Dress Code Policy is adhered to at all times in respect of the employees they manage. Managers must also ensure that all new employees are aware of the required standards of this policy during the induction process.

Failure to adhere to the Trust's standards of dress and appearance may constitute misconduct and result in formal disciplinary proceedings.

4. DRESS CODE

Acceptable clothing

For employees not required to wear a uniform, examples of acceptable clothing, include a combination of:-

- Skirts
- Blouses
- Smart T-shirts
- Jumpers
- Jackets
- Dresses
- Culottes
- Business suits
- Jackets
- Trousers
- Polo shirts
- Shirts

Unacceptable clothing

The following items of clothing are unacceptable, either on the grounds of health and safety or for the Trust's public image:-

- Miniskirts
- Lycra cycling shorts
- Leisure shorts
- Camouflage clothing
- Transparent or "see-through" blouses, dresses or shirts
- Tracksuits
- Clothing with tears, holes and rips
- Low-cut T-shirts or blouses
- Spaghetti/shoestring strapped tops
- Crop-tops
- Badges or emblems which may cause offence
- Items of clothing bearing logos, slogans or graphics, which could cause offence
- Baseball caps/hats
- Footwear inappropriate for job role
- Clothes which restrict movement during manual handling manoeuvres
- Clothes which can easily snag on equipment or during manual handling manoeuvres e.g. loose cardigans, loose pockets
- Neck ties, necklaces, scarves or metal chains if a dangerous situation occurs or is likely.

5. COMPENSATION FOR DAMAGE TO PERSONAL CLOTHING

Employees are required to adopt a common sense approach with regard to the clothing, jewellery, glasses etc. that they wear to work in terms of expense. Staff must ensure that articles are appropriate to the type of work that they carry out and also be mindful of any potential for damage to/loss of personal property which may arise as a result of carrying out their duties. The Trust discourages employees from coming to work in overly expensive or 'designer' items and where employees choose to do so and subsequently make a claim for damage to/loss of such items, the Trust reserves the right to consider non-liability or to impose an upper limit of the amount of compensation it reimburses.

6. STAFF IDENTIFICATION & NAME BADGES

All employees are supplied with a Trust identity (ID) security badge that should be worn and visible at all times and should only be removed for safety reasons. Employees working within the community must carry their Trust ID badges with them at all times. In specific areas a magnetic ID/name badge may be worn by employees who have face to face contact with patients/clients at all times or a clip should be used by clinical staff

It is the responsibility of the employee to inform their line manager and the Security Manager if their ID/name badge is lost or stolen.

A maximum of two badges (i.e. denoting professional qualifications or affiliations) may be worn, as long as they are positioned so that they do not compromise patient or staff safety.

7. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) will be made available by the Trust where this is relevant to the role and duties of the employee. These must be used and maintained in accordance with the IP&C policy, PPE Policy CL76 and health and safety at work standards.

8. FOOTWEAR

Footwear appropriate to the role and duties of the employee must be worn and must adhere with the health and safety at work standards, e.g. manual handling, community activities.

9. TATTOOS

Visible tattoos are to be discouraged and where present must not be offensive to others. Where they are deemed to be offensive they must be appropriately covered.

10. STAFF IN CLINICAL AREAS

A clinical area is defined as a place where patients are examined or undergo clinical procedures.

- All clinical staff must attach ID badges to their clothing using a clip. Neck lanyards are not permitted when working in clinical areas. Regular decontamination and laundry of lanyards is required.
- All staff must be bare below the elbows when working in or entering clinical environments to facilitate effective hand hygiene. For the purposes of this policy this means that sleeves must be either rolled up or of a length that leaves the forearms completely uncovered, no wrist watch or any other wrist coverings are worn and no jewellery is worn below elbow level other than a single plain wedding band.
- To adhere to effective hand hygiene, staff in the clinical area must only wear 1 ring (plain band), free from any stones, neat and tidy nails, with no false or decorative nails.

11. JEWELLERY AND PIERCING

Jewellery/piercings must be discreet and appropriate to the role and duties of the employee; they must not be a health and safety hazard (e.g. manual handling, equipment operation) and must adhere to the IP&C policy.

One pair of plain stud earrings (free from stones) may be worn if ears are pierced. Hoop earrings must not be worn due to the risks to health and safety. Any other visible body piercing including tongue studs must be removed or covered when undertaking patient

care. An SOS necklace may be worn to indicate the existence of a medical condition i.e. epilepsy, diabetes etc. but this should be worn inside clothing and no other jewellery is permitted.

12. HAIR

- Hair and beards should be neat and tidy and not compromise health and safety.
- Long hair must be tied back and off the collar when working in a clinical area.
- Long hair should be tied back when handling food.

13. HEAD AND FACIAL COVERING

Head coverings worn for religious purposes are permitted. The Hijab must be worn in a way that the wearer's face remains visible and should be fixed in such a way that it allows quick release.

Employees who wear facial coverings for religious reasons are expected to remove them whilst on duty. This will ensure that the member of staff is identifiable

14. NAILS

Nails should be neat and tidy and must meet the requirements of the hand hygiene policy for clinical staff and health and safety at work standards as appropriate to the role and duties of the employee (e.g. adhering to food hygiene and hand hygiene requirements of being neat; clean; free from varnish, no false nails or nail art).

15. EQUALITY IMPACT ANALYSIS

As part of its development, this document was analysed to consider / challenge and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

16. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

17. INFORMATION GOVERNANCE ASSESSMENT

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

18. SAFEGUARDING

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

19. MONITORING

The effective application of this policy / guideline, including adherence to any standards identified within will be subject to monitoring using an appropriate methodology and design, such as clinical audit.

Monitoring will take place on a biannual basis and will be reportable to the Quality Group via the Clinical Effectiveness and Quality Improvement Team.

20. REVIEW

This policy / guideline will be reviewed three-yearly unless there is a need to do so prior to this; e.g. change in national guidance.

21. REFERENCES

- Department of Health. (2008). the Health Act, Code of Practice for the Prevention and Control of Healthcare Associated Infections.
- Department of Health. (2010). Uniforms and work wear: Guidance on uniform and work wear policies for NHS employers
- Royal College of Nursing. (2005). Guidance on uniforms - clothing worn in the Delivery of Care.
- Murphy et al, (2017). Identification badge lanyards as infection control risk: a cross-sectional observation study with epidemiological Analysis. *Journal of Hospital Infection* 93: 63-66.