

The Bosco Centre	
Policy:	Staff dress code policy
Applies to:	College, Independent school, Nursery & Youth club
Reviewed:	November 2018
Next Review:	November 2019

Aim

The Bosco Centre recognises that, like most companies, all employees act as representatives of the organisation and should therefore be dressed accordingly. The way in which Bosco employees dress and present themselves plays an important part in the image that The Bosco Centre portrays to students, users, and the general public. For this reason, you are asked to be aware of presentation of yourself and to adhere to the dress code policy at all times when representing the Bosco Centre.

DRESS CODE REQUIREMENTS

- Discretion in style of dress and behaviour is essential to the image and the safe and efficient operation of the Bosco Centre. Staff members are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees, in conjunction with advice from their managers, may use their judgement regarding their dress code and their schedule of activities should determine work attire.
- It is expected that the BOSCO CENTRE employees will apply a common-sense approach to the dress code and dress in an appropriate smart/casual manner.
- It would be expected that on occasions when employees are meeting with customers, or external visitors from other organisations, or interviewing candidates, that they would dress in an appropriate conventional business-like manner.
- Employees must abide by the safety policies and procedures of their departments and wear required protective clothing and safety equipment. Some departments (The Nursery) may have their own dress requirements appropriate to the nature of the work done within those departments. Employees should consult their manager regarding any dress.

INAPPROPRIATE ATTIRE

The following should be taken into consideration when defining what is regarded as inappropriate clothing for the workplace:

- The wearing of hats, caps, bandanas, or hoods during the day whilst working
- Slogans or pictures on t-shirts/tops containing nudity or foul language, may be deemed sexually offensive, and would not be appropriate

- Revealing attire i.e. shorts (hot-pants/sports shorts are not acceptable, however tailored shorts to the knee would be deemed acceptable). Crop tops, clothes made of see through materials, and clothes that expose areas of the body usually covered in the workplace, including excessive exposure of cleavage, may be deemed sexually offensive, and would not be appropriate. Skirts/ dresses should be no higher than 5 centimetres above the knee. Jeans are acceptable, but they should be smart, clean and not be ripped
- An observable lack of underwear, may be deemed sexually offensive, and would not be appropriate
- Any articles of clothing or jewellery which may present a Health and Safety hazard

These restrictions are in place as some articles of clothing may be regarded as offensive to some employees and be regarded as discriminatory in terms of sex or sexual orientation, religious beliefs, racial or ethnic origins, or any other discriminatory grounds, or which may cause health and safety concerns. It is also taken into account the client group we deal with, and the example we should give them.

The above are just a few examples of what would be regarded as inappropriate attire for the workplace; however, employees are reminded that if they have any doubts in their own mind as to whether an article of clothing is appropriate, then it is likely that others will share this doubt and may be offended, and the article of clothing should therefore not be worn.

SAFETY CLOTHING & EQUIPMENT

- In all cases where safety clothing and equipment is provided by the BOSCO CENTRE, it should be worn/used as appropriate. This is seen as an integral part of your responsibility under the Health & Safety at Work Policy.
- It is part of this responsibility to highlight to your manager any defect in your safety clothing or equipment.

RELIGIOUS AND CULTURAL DRESS

THE BOSCO CENTRE accepts that it is policy that the wearing of religious and cultural dress (including clerical collars, head scarves, skull caps and turbans) is allowable and must not be discouraged. The exception to this protocol is where health, safety and welfare will be compromised by the wearing of such dress and/or where this is likely to enhance the risk to other persons.

The following points should be borne in mind:

- Some religions and cultures require a certain mode of dress; for example, the wearing of compulsory items, such as bangles (Kara) as worn by Sikh men and women.
- No specific formalities exist regarding female or male dress code at the BOSCO CENTRE, other than in circumstances such as the requirement to wear overalls and protective clothing
- Priority will be given to health and safety requirements, as laid down by national legislation.

Where appropriate, advice may be sought from the BOSCO CENTRE'S senior management team.

BREACH OF POLICY

Employees who consistently abuse these guidelines may be dealt with under the BOSCO CENTRE'S Disciplinary Procedure. In certain cases where dress is deemed inappropriate, staff/students will be asked to cover up by wearing shirts/leggings which will be kept in the office.

IMPACT ASSESSMENT

This policy has been reviewed in accordance with Equalities Legislation on race, disability, age, gender, sexual orientation and gender identity, faith and belief.

POLICY REVIEW AND ASSESSMENT

This policy may be amended by the Bosco Centre at any time to take into account changes in legislation and best practice.